

Loveland Fire Rescue Authority Board Meeting



Police Institute
810 E. 10th Street
Loveland, Colorado 80537
Thursday, September 11, 2014
1:00 PM



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Police and Courts Building, 810 E. 10th Street, Police Institute
Loveland, Colorado 80537
Thursday, September 11, 2014
1:00 PM

The Loveland Fire Rescue Authority is committed to providing equal opportunity for citizens and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. The Authority will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act. For more information, please contact the ADA Coordinator at bettie.greenberg@cityofloveland.org or 970-962-3319. Wireless access: COLGuest, accesswifi

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS AND PRESENTATIONS

PUBLIC COMMENT

CONSENT AGENDA

Anyone in the audience will be given time to speak to any item on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the Regular Agenda. You will be given an opportunity to speak to the item before the Board acts upon it.

Public hearings remaining on the Consent Agenda are considered to have been opened and closed, with the information furnished in connection with these items considered as the only evidence presented. Adoption of the items remaining on the Consent Agenda is considered as adoption of the staff recommendation for those items.

Anyone making a comment during any portion of today's meeting should come forward state your name and address for the record before being recognized by the Chair. Please do not interrupt other speakers. Side conversations should be moved outside the meeting room. Please limit your comments to no more than five minutes.

1. Consider the Minutes from the Loveland Fire Rescue Authority Board for the July 10, 2014 Regular Board Meeting, the July 30, 2014 Special Board Meeting and the August 28, 2014 Special Board Meeting.
2. Presentation of the 2014 Second Quarter Budget Biz
3. Approve the Mutual Aid agreement with Larimer County agencies for Disaster Emergency Management and Funding

End of Consent Agenda



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Police and Courts Building, 810 E. 10th Street, Police Institute
Loveland, Colorado 80537
Thursday, September 11, 2014
1:00 PM

REGULAR AGENDA

Anyone who wishes to address the Board on any item on this part of the agenda may do so when the Chair calls for public comment. All public hearings are conducted in accordance with Board By-Laws. When Board is considering approval, the Authority's By-laws only requires that a majority of the Board quorum be present to vote in favor of the item.

4. Presentation of the Special Operations Team Program
5. Conduct a Public Hearing and consider approval of the 2015 Schedule of Fees, Rates, and Charges.
6. Conduct a Public Hearing and consider adoption of the 2015 Budget
7. Consider Pension Options for New Reserves
8. Review Briefing Papers and Correspondence
 - a. Chief's Report
 - b. June Statistics
 - c. July Statistics
 - d. Letters
9. Report on the Progress of the Fire Chief Selection Process
10. Board Member New Business/Feedback
11. Any Other Business for Board Consideration

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Agenda Item Cover

Item No.: 1

Meeting Date: September 11, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Consider the Minutes from the July 10 Regular Meeting, July 30 Special Meeting, and August 28 Special Meeting Loveland Fire Rescue Authority (LFRA) Board

EXECUTIVE SUMMARY

The attached documents, prepared by Roylene Sterkel, is a record of the July 10, 2014 regular meeting, the July 30, 2014 special meeting, and the August 28, 2014 special meeting of the LFRA Board. The documents detail the discussions at the meetings including the approval of the consent agenda (minutes, amend the exhibits that identify the response area for the auto aid agreement with the Johnstown Fire Protection District), report on the Technology Program, the Chief's report, and the executive sessions held on July 30 and August 28 related to the selection process for the Fire Chief position.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Minutes for each of the following meetings:

July 10, 2014

July 30, 2014

August 28, 2014



Loveland Rural
Fire Protection
District

Fire & Rescue Authority Board Meeting Minutes Thursday, July 10, 2014

Members Present:

Board Chair Jeff Swanty
Mayor Cecil Gutierrez
City Manager Bill Cahill
Councilor John Fogle
Division Chief Ned Sparks
BSC Roylene Sterkel

Rural Board Secretary Greg White
Fire Chief Randy Mirowski
Division Chief Greg Ward
Assistant City Attorney Tree Ablao
Rural Board President Dave Legits

Members Absent:

Public Safety Admin. Dir. Renee Wheeler

Visitors:

Human Resource Director Julia Holland
BC Michael Cerovski
Deputy Fire Marshal Carie Dann

Call to Order:

Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 1:05 p.m.

Awards and Presentations:

None

Public Comment:

None

Consent Agenda:

1. Consider the minutes from the May 29, 2014 Loveland Fire Rescue Authority Board Meeting.

Chairman Swanty asked that the minutes be amended on Page 8, 1st paragraph to read “**Chairman Swanty asked** if there is an agreement in place with the Police Department for Admin. Director Wheeler”.

2. Consider a Resolution to Approving an Amendment to the Exhibits attached to the Intergovernmental Automatic Mutual Aid Agreement Between Loveland Fire Rescue Authority and Johnstown Fire Protection District.

Mayor Gutierrez moved to approve the Consent Agenda with the correction in the minutes from the May 29th Board meeting. Rural Board President Dave Legits seconded the motion and it carried.

Regular Agenda:

3. Presentation of the Technology Program:

Chief Mirowski introduced Battalion Chief Cerovski who gave a Power Point presentation regarding the Technology Program for LFRA. The presentation highlighted the technology program strategy which includes; Response, Readiness, Resources and Relationships. The Board packet also included a copy of the LFRA Technology Program.

Chairman Swanty asked if everyone in operations carries a City assigned cell phone? **BC Cerovski indicated that only BC's and Captains** have assigned cell phones mainly due to the cost involved. Human Resources Director Holland said there is also the on-call issue when people are asked to carry an assigned cell phone and make themselves available. The Fire Department has other ways to notify people when a recall is initiated.

Mayor Gutierrez asked if we have looked into or evaluated the use of un-manned vehicles (drones) as possible future technology. BC Cerovski said that we have and in fact there is an upcoming expo at the Ranch on July 17th. We will continue to evaluate that technology, but it is cost prohibitive right now. Chief Ward said that Ft. Collins PD has a drone that they use.

Chairman Swanty asked how much of LFRA's budget is dedicated to technology? BC Cerovski said that he believes it to be around \$800,000. Chief Mirowski said it amounts to around 9% of our total budget.

4. Review Briefing Papers and Correspondence:

Chief Mirowski said that construction on the new Fire Station 2 is running ahead of schedule and under-budget. We have budgeted an 8% contingency and to date have

only used 1.13%. If everything stays on track we should be able to move in at the end of September which will be a couple of weeks ahead of schedule. The process for the old station 2 is very close to a contract with Thompson Valley EMS. The items left to do are minimal.

Chief Mirowski **talked about the draft of “Fully Developing the Loveland Fire Rescue Authority” which was included** with the Board packet on page 49. He said that the list may not be a complete list and there will be a meeting in September to review the information further.

Chief Mirowski asked if the Board feels we need to have a meeting in August since the Board will be involved in three other meetings relative to the Chief hiring process. City Manager Cahill moved to cancel the August meeting. Chairman Swanty seconded the motion and it carried.

5. Executive Session to Consider Candidates for the Position of Fire Chief:

Mayor Gutierrez moved that the LFRA Board, acting as the search committee appointed by the City Manager to select the executive officer position of Fire Chief to be employed by the City of Loveland and assigned to the Authority pursuant to Section 6.3 of the Intergovernmental Agreement creating the Authority, go into executive session, as authorized in C.R.S. Section 24-6-402(4)(c), (4)(e), and 4(f). This executive session will concern the following personal matter(s):

- O The selection of preliminary slate of candidates to be semi-finalist for the Loveland Fire Rescue Authority Chief;

which will include matters personal to those candidates, records that are prohibited from disclosure pursuant to CRS 24-72-204(3)(a)(XI)(A) and to develop the City Manager and **LFRA Board’s negotiation positions and strategies and to instruct the City Manager and LFRA Board’s negotiations with respect to these personnel matter(s) and, as needed, to receive legal advice from the City Attorney’s Office** as authorized in C.R.S. Section 24-6-402(4)(b).

Rural Board President Legits seconded the motion and it carried.

The Board came out of Executive Session at 4:25 p.m.

The LFRA Board meeting adjourned at 4:30 p.m.

Minutes submitted by Secretary Sterkel



Loveland Rural
Fire Protection
District

Fire & Rescue Authority Special Board Meeting Minutes Wednesday, July 30, 2014

Members Present:

Board Chair Jeff Swanty
Mayor Cecil Gutierrez
City Manager Bill Cahill
Assistant City Attorney Tree Ablao
BSC Roylene Sterkel

Rural Board Secretary Greg White
Fire Chief Randy Mirowski
Councilor John Fogle
Rural Board President Dave Legits

Members Absent:

Division Chief Ned Sparks
Division Chief Greg Ward
Public Safety Admin. Dir. Renee Wheeler

Visitors:

Human Resource Director Julia Holland

Call to Order:

Chairman Swanty called the Fire & Rescue Authority Special Board meeting to order on the above date at 1:10 p.m.

Agenda:

Executive Session to Consider Candidates for the Position of Fire Chief

Rural Board President Dave Legits moved that the LFRA Board, acting as the search committee appointed by the City manager to evaluate candidates for and select individual to fill the executive position of Fire Chief to be employed by the City of Loveland and assigned to the Authority pursuant to Section 6.3 of the Intergovernmental Agreement creating the Authority, go into executive session, as authorized in CRS §§24-6-402(4) (e), (4)(f), and 4(g).

This executive session will pertain to matters as authorized by the following sections of the Colorado Open Meetings Law:

- Personnel matter(s) to include the evaluation of candidates and identification of a preliminary group of candidates to be further considered for the Loveland Fire Rescue Authority Fire Chief, but not including the identification of finalists, as authorized by CRS Section 24-6-402(4) (f); and
- Consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act (CRS 24-72-204(3)(a)(XI)(A) pertaining to records submitted by candidates who are not finalists), as authorized by CRS Section 24-6-402(4) (g); and
- **As needed, to receive legal advice from the City Attorney's Office as authorized in CRS §24-6-402(4)(b).**

Mayor Gutierrez seconded the motion and it passed unanimously. The Executive Session began at 1:14 p.m.

The Board came out of Executive Session at 3:20 p.m.

The Chair reconvened the Special Board meeting and Mayor Gutierrez moved to give City Manager Cahill direction to continue the recommended preliminary list of candidates for the Fire Chief position through the preliminary screening process to determine which candidates will be invited to interview. The motion passed unanimously.

The LFRA Special Board meeting adjourned at 3:24 p.m.

Minutes submitted by Secretary Sterkel



Loveland Rural
Fire Protection
District

Fire & Rescue Authority Special Board Meeting Minutes Thursday, August 28, 2014

Members Present:

Board Chair Jeff Swanty
Mayor Cecil Gutierrez
City Manager Bill Cahill
Assistant City Attorney Tree Ablao
BSC Roylene Sterkel

Rural Board Secretary Greg White
Fire Chief Randy Mirowski
Councilor John Fogle
Rural Board President Dave Legits

Members Absent:

Division Chief Ned Sparks
Division Chief Greg Ward
Public Safety Admin. Dir. Renee Wheeler

Visitors:

Human Resource Director Julia Holland

Call to Order:

Chairman Swanty called the Fire & Rescue Authority Special Board meeting to order on the above date at 2:05 p.m.

Agenda:

Executive Session to Consider Candidates for the Position of Fire Chief.

City Manager Bill Cahill moved that the LFRA Board, acting as the search committee appointed by the City manager to evaluate candidates for and select individuals to fill the executive position of Fire Chief to be employed by the City of Loveland and assigned to the Authority pursuant to Section 6.3 of the Intergovernmental Agreement creating the Authority, go into executive session, as the Colorado Open Meetings Law.

This executive session will pertain to matters as authorized by the following:

- Personnel matters to include the interview of, and deliberation as to, the semi-finalist candidates for Fire Chief pursuant to CRS § 24-6-402(4) (f) ; and
- Determining and developing strategy and instructing negotiators relative to the personnel matter pursuant to CRS § 24-6-402(4) (e) ; and
- **As needed, to receive legal advice from the City Attorney's Office as authorized in CRS §24-6-402(4)(b).**

Rural Board President Legits seconded the motion and it passed unanimously. The Executive Session began at 2:13 p.m. and was electronically recorded.

The LFRA board closed the executive session and returned to open session at 3:55 p.m. at which time Mayor Gutierrez moved that the Board direct City Manager Cahill to continue the process and negotiate with the following people, in alphabetical order: Donald Long, Mark Miller and Mike West. The motion was seconded by both Dave Legits and John Fogle and carried unanimously.

Chief Mirowski announced the promotions and presentations ceremony tonight at 5:30 in the Police Institute, the opening for the new station is tentatively scheduled for October 11 or 25, and that the LFRA awards ceremony is scheduled for November 1st at the Embassy Suites.

There being no further business, the meeting adjourned at 4 p.m.

Minutes submitted by Secretary Sterkel

Agenda Item Cover

Item No.: 2

Meeting Date: September 11, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

2014 Second Quarter Budget Report – *Budget Biz*

EXECUTIVE SUMMARY

The 2014 second quarter budget report is submitted for the Board's review of the LFRA budget performance. It is intended to report all resources committed to the Fire Authority operations and capital. There are three sections of the report the Budget Status, Other Budgeted Resources, and In the Works.

BACKGROUND

The *Budget Biz* report is intended to highlight budget performance and issues that influence the resources available to deliver the mission of the LFRA. The primary audience is the LFRA Board, but it is available to the public. It is currently on the LFRA Board page of the website. It is designed as a three section report. The *Budget Status* section of the report highlights the comparisons of the budget to actual revenues and expenditures in the Fire Authority Fund. The *Other Budgeted Resources* section highlights other resources within the City that are appropriated for Fire. The *In the Works* section highlights processes that are necessary to secure resources for the Fire Authority and features initiatives or major purchases that are not yet complete but impact the budgetary comparisons in future reports.

The budget to actual comparisons for revenues and expenditures in the Fire Authority Fund are presented at 50% of 2014. Revenues in the Fire Authority Fund are at 47.8% of the annual budget, compared to 40.4% last year. Expenditures in the Fire Authority Fund are at 42.2% of the annual budget, compared to 44.4% last year.

STAFF RECOMMENDATION

Information Only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Quarterly Budget Report – *Budget Biz*

2014



Budget Biz

Quarter 2 (April - June), Issue 8

Welcome to the eighth issue of the quarterly budget report for the Loveland Fire Rescue Authority (LFRA). This report is designed to provide information related to fiscal accountability. It is available on the website and accessible to anyone that is interested. It is designed to assist the LFRA Board with monitoring the budget status for all resources that assist with delivering service to the citizens of the City of Loveland and the Loveland Rural Fire Protection District.



There are three sections of the report: LFRA Budget Status, Other Resources, and In the Works. The Budget Status section will highlight the budget status for revenues and expenditures for the Fire Authority Fund from year to date, April through June, 2014. The expenditures will be presented by program and account category at the department level. Each of these financial presentations include variance explanations when the current percentage of the total budget is significantly different from the percentage of the year (i.e. second quarter is 50% of the year). There are resources outside of the Fire Authority Fund that are critical to our service delivery mission. The Other Resources section is devoted to highlighting the status of budgets that are outside of the Fire Authority Fund. The next section of the report provides status information on the various processes used to develop long term and short term operational and capital planning. It is also intended to highlight significant financial transactions or strategies that the department is working on to advance the strategic plan and deliver cost effective services.



Quarter 2 at 50% of 2014

- Revenues in the Fire Authority Fund are at 47.8% of the annual budget, compared to 40.4% last year.
- Expenditures in the Fire Authority Fund are at 42.2% of the annual budget, compared to 44.4% last year.
- Station 2 construction progress is on target for an October opening.
- Thompson Valley EMS Board voted to draft an offer letter to purchase Old Station 2.
- The property at 1040 S. Railroad Avenue purchased for the expansion of the Training Grounds.
- The Residential Sprinkler Steering Committee is considering 3 options to present to City Council.
- Federal Aviation Administration Inspection was passed.
- \$11.9 million budget was submitted for 2015, including two new positions: Training Firefighter and Administrative Analyst.
- An extensive promotions and recruitment process in preparation for new crew at Station 2 was completed.
- Accreditation implementation plan approved by LFRA Board.

Inside this Issue

Budget Status (Revenue)	2
Budget Status (Expenditures)	4
Other Resources	6
In the Works	6

Through commitment, compassion and courage, the mission of the Loveland Fire Rescue Authority (LFRA) is to protect life and property.

2014

LFRA Budget Status - Revenue

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Loveland Fire Rescue Authority

Budget Revenue Report

Quarter Ending 6/30/2014, 50% of the Year

Segments/Accounts	Total Budget	YTD Rev*	Total Variance	Total % Uncollected	Total % Collected
Investment Activity as a % of the Total City Investment Pool					
Interest On Investments	\$0.00	\$600.52	-600.52	0.00	100.00
Gain/Loss On Investments	0.00	-25.42	25.42	0.00	100.00
SubTotal : Investment Activity	\$0.00	\$575.10	(\$575.10)	0.00	100.00
Community Safety					
Special Events (1)	30,000.00	21,420.00	8,580.00	28.60	71.40
Miscellaneous	0.00	223.00	-223.00	0.00	100.00
Gifts/Donations (2)	5,290.00	5,292.00	-2.00	-0.04	100.04
Building Permits (3)	44,880.00	32,254.25	12,625.75	28.13	71.87
Contractor Licenses	4,000.00	2,625.00	1,375.00	34.38	65.63
Fire Permit & Inspection (3)	20,000.00	11,400.00	8,600.00	43.00	57.00
Firework Stand Review	12,000.00	0.00	12,000.00	100.00	0.00
Rural Fire Inspection Fee (3)	5,000.00	8,309.94	-3,309.94	-66.20	166.20
SubTotal : Community Safety	\$121,170.00	\$81,524.19	\$39,645.81	32.72	67.28
Station Operations					
Standby Reimbursements (Misc) (4)	0.00	408.30	-408.30	0.00	100.00
Academy Training (5)	27,750.00	16,011.32	11,738.68	42.00	58.00
SubTotal : Station Operations	\$27,750.00	\$16,419.62	\$11,330.38	41.00	59.00
Technical Response and Systems					
Hazmat Mitigation	2,500.00	0.00	2,500.00	100.00	0.00
SubTotal : Technical Response and Systems	\$2,500.00	\$0.00	\$2,500.00	100.00	0.00
Administration					
Emergency Mgmt Grant (6)	0.00	10,158.92	-10,158.92	0.00	100.00
Miscellaneous (7)	2,000.00	5,766.95	-3,766.95	-188.35	288.35
Other Agency Deployment	20,000.00	0.00	20,000.00	100.00	0.00
Insurance Recoveries	0.00	4,966.00	-4,966.00	0.00	100.00
Contribution - Rural Fire District (8)	1,986,640.00	828,061.00	1,158,579.00	58.32	41.68
Contribution - Loveland (8)	9,050,230.00	4,414,404.00	4,635,826.00	51.22	48.78
SubTotal : Administration	\$11,058,870.00	\$5,263,356.87	\$5,795,513.13	52.41	47.59
Grand Total : (9)	\$11,210,290.00	\$5,361,875.78	\$5,848,414.22	52.17	47.83

*YTD = Year to Date, Rev = Revenue

Revenue Variance Explanations



LFRA Budget Status - Revenue

Variance Explanations - Revenue

(1) Special Events

Budweiser Event Center Standby.

(2) Gifts / Donations

Donation money collected over time; appropriated and used for the Purchase of smoke and carbon monoxide detectors

(3) Building Activity

Variances are a function of building activity in the community.

(4) Standby Reimbursements (Misc)

Training Center Fees: Burn Building and Command Training Center

(5) Academy Training

Thompson School District Board Meeting Standby

(6) Emergency Management Grant

Emergency Management Grant: 1st Quarter reimbursement grant has been received. The last few years we have not included it in the adopted budget because the State had been slow to release the money.

(7) Miscellaneous

Admin Miscellaneous includes the Yuma County reimbursement of equipment purchase we made on their behalf when we bought similar Emergency Management equipment.

(8) Contributions

Includes the cash flow advance in January equal to one month of the originally adopted annual budget

(9) Grand Total

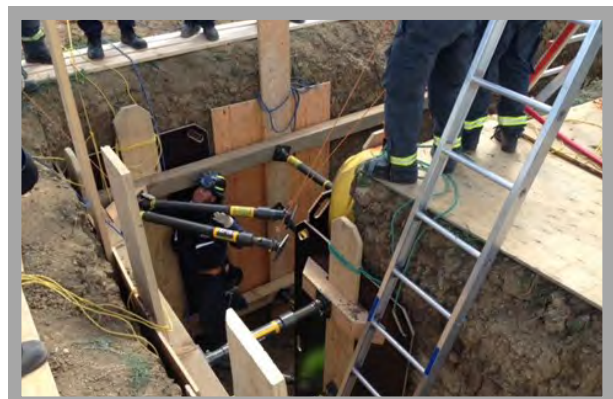
Last year through the second quarter LFRA had collected 40.36% compared to 47.83 this year for the same time period.



TAC Fire Team



Special
Operations
Team Rescue
School



LFRA Budget Status - Expenditures

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Loveland Fire Rescue Authority Authorized Spending Report by Division and Program Quarter Ending 6/30/2014, 50% of the Year

Segments	Total Budget	*YTD Exp	*YTD Enc	Total Available	Total % Available	Total % Spent
Community Safety						
Prevention	\$194,070.00	\$78,917.60	\$155.89	\$114,996.51	59.26	40.75
Business Inspections	156,120.00	63,812.18	0.00	92,307.82	59.13	40.87
Permitting and Development Review	312,870.00	134,204.33	100.00	178,565.67	57.07	42.93
Community Safety	\$663,060.00	\$276,934.11	\$255.89	\$385,870.00	58.20	41.81
Station Operations						
General Station Operations (1)	7,199,670.00	3,083,087.58	38,001.62	4,078,580.80	56.65	43.35
Training	94,740.00	26,212.13	-344.55	68,872.42	72.70	27.30
Station 1	46,440.00	19,750.89	-14.02	26,703.13	57.50	42.50
Station 2	9,550.00	2,797.08	109.29	6,643.63	69.57	30.43
Station 3	7,630.00	3,549.51	71.92	4,008.57	52.54	47.46
Station 5	7,600.00	1,428.95	161.87	6,009.18	79.07	20.93
Station 6	9,530.00	3,559.26	108.26	5,862.48	61.52	38.48
Health and Safety	83,620.00	13,310.36	27,083.30	43,226.34	51.69	48.31
Station Operations	\$7,458,780.00	\$3,153,695.76	\$65,177.69	\$4,239,906.55	56.85	43.16
Technical Response and Systems						
Special Operations (2)	108,780.00	8,042.47	17,267.39	83,470.14	76.73	23.27
Wild Land	48,210.00	1,771.60	0.00	46,438.40	96.33	3.68
EMS (3)	23,050.00	7,553.70	6,170.94	9,325.36	40.46	59.54
Tac Fire	35,220.00	1,492.83	-600.00	34,327.17	97.47	2.54
ARFF	2,280.00	0.00	0.00	2,280.00	100.00	0.00
Technical Response and Systems	\$217,540.00	\$18,860.60	\$22,838.33	\$175,841.07	80.83	19.17
Equipment Maint & Replacement						
Communications / Telephone	215,870.00	74,399.42	3,133.09	138,337.49	64.08	35.92
Hoses (4)	23,620.00	244.27	10,782.25	12,593.48	53.32	46.68
Ladders/Small Engine (5)	7,800.00	5,163.55	0.00	2,636.45	33.80	66.20
SCBA	81,890.00	23,995.47	0.00	57,894.53	70.70	29.30
Thermal Imaging (6)	25,340.00	19,779.99	0.00	5,560.01	21.94	78.06
Computer Equipment	48,600.00	158.97	0.00	48,441.03	99.67	0.33
Vehicles and Apparatus	617,290.00	276,970.12	0.00	340,319.88	55.13	44.87
Equipment Maint & Replacement	\$1,020,410.00	\$400,711.79	\$13,915.34	\$605,782.87	59.37	40.63
Administration						
Emergency Management	225,590.00	57,751.95	0.00	167,838.05	74.40	25.60
Administration	1,624,910.00	714,629.01	100.00	910,180.99	56.01	43.99
Administration	\$1,850,500.00	\$772,380.96	\$100.00	\$1,078,019.04	58.26	41.74
Grand Total (7)	\$11,210,290.00	\$4,622,583.22	\$102,287.25	\$6,485,419.53	57.85	42.15

*Exp = Expenditures; Enc = Encumbrance (ordered, not yet paid); YTD = Year to Date

Expenditure Variance Explanations

LFRA Budget Status - Expenditures

Variance Explanations - Expenditures

(1) General Station Operations

30 sets of bunker gear (coats and pants) are encumbered for the year's replacement and new position needs.

(2) Special Operations

ATV replacement is on order according the replacement schedule. July delivery is expected.

(3) EMS- Emergency Medical Services

The physician advisor, (required by statute), contract for the year is encumbered. It is billed quarterly.



Eugene Drive House Fire

(4) Hoses

Replacement hoses are on order according the replacement schedule.

(5) Ladders / Small Engine

Ground ladder testing for the year is complete and saw replacements have been purchased.

(6) Thermal Imaging

Replacement of two cameras according to the replacement schedule.

(7) Grand Total

Last Year through the second quarter of the year LFRA had spent 44.15% of the budget compared to the 42.15% this year.

Loveland Fire Rescue Authority Authorized Spending Report by Account Class Quarter Ending 6/30/14, 50% of the Year

Segments	Total Budget	*YTD Exp	*YTD Enc	Total Available	Total % Available	Total % Spent
Personal Services	\$8,159,170.00	\$3,442,964.04	\$0.00	\$4,716,205.96	57.80	42.20
Supplies	546,270.00	133,569.17	49,037.87	363,662.96	66.57	33.43
Purchased Services	2,298,630.00	1,026,612.01	37,862.89	1,234,155.10	53.69	46.31
Capital Outlay	206,220.00	19,438.00	15,386.49	171,395.51	83.11	16.89
Grand Total (1)	\$11,210,290.00	\$4,622,583.22	\$102,287.25	\$6,485,419.53	57.85	42.15

*Exp = Expenditures; Enc = Encumbrance; YTD = Year to Date

(1) Grand Total

The encumbrances include bunker gear, Peer Support Psychologist, ATV, Physician Advisor, and hose replacements. Last Year through the second quarter of the year LFRA had spent 44.15% of the budget compared to the 42.15% this year.

City's General Fund:

Budget	\$7,500.00
Actual Expenditures	6,501.84
Encumbrances (Purchase Orders)	0.00
Remaining Budget	\$998.16

Appropriated to replace tools and equipment in the Training Center damaged in the flood.

City's Capital Replacement Fund:

Budget	\$1,458,610.00
Actual Expenditures	374,975.05
Encumbrances (Purchase Orders)	896,931.03
Remaining Budget	\$186,703.92

100' Aerial Platform Truck and equipment necessary to make it service ready.

City's Fire Capital Expansion Fee Fund:

Budget	\$745,000.00
Actual Expenditures	741,441.01
Encumbrances (Purchase Orders)	0.00
Remaining Budget	\$3,558.99

Training Center Land Purchase

City's Fire Capital Expansion Fee Fund:

Budget	\$3,841,740.00
Actual Expenditures	1,573,216.23
Encumbrances (Purchase Orders)	1,740,821.86
Remaining Budget	\$527,701.91

Station 2 off of 29th & Wilson

In the Works

New and Old Fire Station 2

The new station is progressing according to schedule and within budget. All the interior and site work is now underway. The station is still expected to be completed by the end of September and the move in is expected to be by the middle of October.

The Thompson Valley EMS Board of Directors voted June 26th to move forward with the purchase of the old station and the contract is being drafted.

Training Center Property

June 4th the City's Fire Capital Expansion Fee Fund paid \$740,000 to close on the property at 1040 South Railroad Avenue, adding a total of 9,108 square feet of building space in three buildings on four acres of land, to expand the training center and move critical existing structures out of the floodway. There are seven businesses operating on the property that will remain tenants for at least 6 – 9 months.



New Station 2, North Bays

FAA Annual Inspection

On June 26th the FAA conducted their annual inspection of the airport. LFRA's involvement and focus was on the Aircraft Rescue and Firefighting (ARFF) portion of the inspection. The FAA's review was comprehensive and covered several areas

including: equipment, training, records, and field operations evaluation. The department passed the inspection without negative operational issues related to ARFF services.

2015 Budget Submitted

\$11.9 million proposed budget was submitted by staff that included new funding for a Training Firefighter at the Engineer level and half year funding for an Administrative Analyst. It has been reviewed by a subcommittee of the LFRA Board (Chair of the LFRA Board from the Rural District, the City Manager from the City and the Chair of the Fire Rescue Advisory Commission representing the citizen's perspective) and the committee approved the budget for submittal to the full LFRA Board on September 11, 2014.

Fire Chief Selection Process

Just over seventy applications were received for the Fire Chief position. The Board will meet to review the candidate pool and select candidates that will proceed in the recruiting process. These candidates will submit a written exercise and the Board will meet again to review the submittals to select candidates for interview on August 20th and 21st.

Promotions and Recruitment

An extensive promotions and recruitment process has been completed in preparation for the new crew at Station 2: three Captains, three Lieutenants, six Engineers, six firefighters, five part time firefighters, and five reserves. This process also allowed for an efficient process to fill a Firefighter II position when a resignation was received. The effort involves not only the tremendous work involved in the selection process, but designing new shifts and putting together academies for each position to assist with transitioning them successfully to their new positions. Due to the small pool of reserve firefighters, this is the first time that LFRA opened the recruitment process for part time firefighters to candidates outside of our organization.

Apparatus Committee

The apparatus committee has been working with Pierce Manufacturing on the new aerial platform truck for a November delivery (\$1.1M with another \$300,000 in equipment necessary to make it service ready) and has been working on the specifications for the refurbish of the existing tower truck (\$606,000) so that bids can go out late this year for work to be completed in 2015.



Accreditation Implementation Plan

May 29th the LFRA Board approved an implementation plan for department accreditation from the Center for Public Service Excellence (CPSE). The strategy will leverage experience and talents from existing staff, is expected to take three years, and will cost initially just over \$24,000 with recurring costs of \$1,540. After accreditation is received there is an annual reporting requirement and complete on-site evaluation every five years.

Amendment to the Johnstown Fire Protection District Auto-aid Agreement

The amendments to the exhibits attached the intergovernmental automatic mutual aid agreement between Loveland Fire Rescue Authority (LFRA) and the Johnstown Fire Protection District (JFPD) originally executed July 22, 2013 are based on a recent evaluation of the response plans by both organizations based on resource location and availability. The areas of auto aid response are expanded for both the aid provided by LFRA to JFPD and the aid provided by JFPD to LFRA based on the relocation of LFRA Station 2 and the coverage area proposed within the plan for the development of an Authority between the JFPD and the Milliken Fire Protection District (MFPD).

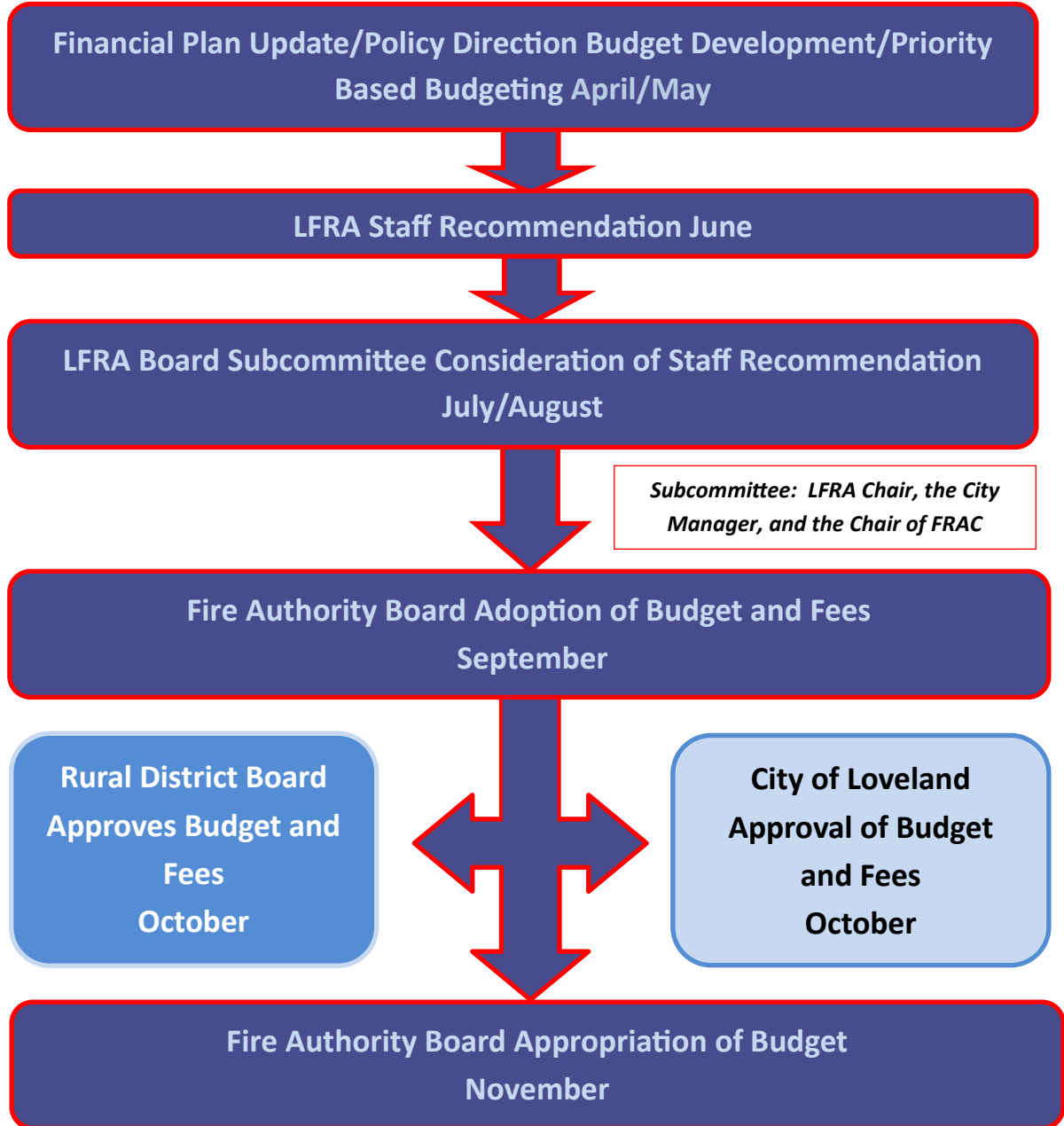
Residential Sprinkler Steering Committee

Work continues with the Residential Sprinkler Steering committee with a side-by-side demonstration conducted on June 11th for the Fire Rescue Advisory Commission, Construction Advisory Board and Sprinkler Committee. The following are being discussed:



1. Full implementation of the IRC without amending,
2. Amend the IRC to require duplexes and townhomes to have fire sprinklers,
3. Continue to amend out of the IRC and work on an education program for developers/construction industry.

2014 LFRA Budget Process



For more information regarding this report contact: Renee Wheeler, *Public Safety Administrative Director* at 970-962-2704 or Renee.Wheeler@cityofloveland.org



Mutual Aid 2 Alarm Structure Fire West of Berthoud



Agenda Item Cover

Item No.: 3

Meeting Date: September 11, 2014

Prepared By: Pat Mialy, Captain-Emergency Management

TITLE:

Intergovernmental Mutual Aid for Disaster-Emergency Mutual Aid

EXECUTIVE SUMMARY

A resolution approving an intergovernmental mutual agreement between the Loveland Fire Rescue Authority, Larimer County (Emergency Management), and other Northern Colorado governmental entities for disaster-emergency mutual aid and disaster-emergency funding assistance.

BACKGROUND

There are no other agreements currently in place for the provision of Emergency Management and other disaster-emergency mutual aid and disaster-emergency funding assistance. In absence of a mutual aid agreement, local governmental entities have operated with no pre-negotiated contract for services in place; thus, reimbursements for services and other expenses have not always been recovered by the agencies(s) providing mutual aid to the requesting agency.

By the adoption of RESOLUTION # R- 037, the participating agencies will:

- Formalize the provision of Emergency Management and other mutual aid responses between participating agencies for emergencies within their respective jurisdictions;
- Improve emergency services provided within the respective jurisdictions of participating parties to this agreement through mutual aid responses; and,
- Provide a disaster emergency response system that meets the health, safety, and welfare needs of the affected residents.

STAFF RECOMMENDATION

To approve the resolution to adopt the Mutual Aid agreement.

FINANCIAL/ECONOMIC IMPACTS

More efficient and effective collaboration of response and recovery resources by cooperating and contracting with other governments: and, the recovery of expenses associated with providing mutual aid to other participating agencies.

Agenda Item Cover

Item No.: 3

Meeting Date: September 11, 2014

Prepared By: Pat Mialy, Captain-Emergency Management



22 of 113

ASSOCIATED STRATEGIC GOALS

Minimizing and mitigating the risks of an emergency occurrence in the community by integrating a community-wide emergency preparedness program for natural or man-made disasters.

ATTACHMENTS

RESOLUTION # R- 037
Agreement

RESOLUTION # R- 037**A RESOLUTION APPROVING AN INTERGOVERNMENTAL MUTUAL AID AGREEMENT BETWEEN THE LOVELAND FIRE RESCUE AUTHORITY, LARIMER COUNTY (EMERGENCY MANAGEMENT), AND OTHER NORTHERN COLORADO GOVERNMENTAL ENTITIES FOR DISASTER-EMERGENCY MUTUAL AID AND DISASTER-EMERGENCY FUNDING ASSISTANCE**

WHEREAS, in accordance with section §29-1-203 of the Colorado Revised Statutes, governmental entities may cooperate or contract one with another to provide any function, service or facility lawfully authorized to each of the respective units of governments; and

WHEREAS, in accordance with C.R.S. §29-1-201, governmental entities are permitted and encouraged to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with other governments; and

WHEREAS, Loveland Fire Rescue Authority (“LFRA”) and Larimer County and other agencies and entities expected to join this Agreement (collectively referred to as ‘Participating Agencies’) are independent governmental entities duly organized and existing in accordance with Colorado law and are called upon to respond to emergency areas contained within their respective jurisdictions; and

WHEREAS, the Participating Agencies strive to improve emergency services provided within their respective jurisdictions through mutual aid responses; and

WHEREAS, the Participating Agencies will provide mutual aid responses to one another for emergencies within their respective jurisdictions; and

WHEREAS, it is the intent and desire of the Participating Agencies to provide an disaster emergency response system that meets the health, safety and welfare needs of the affected residents; and

WHEREAS, by the terms Section 1.0 of the Rules and Regulations of the Loveland Fire Rescue Authority, such agreements must be presented to and approved by the LFRA Board of Directors; and

WHEREAS, the LFRA Board of Directors finds that it is in the best interests of the Fire Authority to adopt the “Intergovernmental Mutual Aid Agreement” attached hereto as **Exhibit A** and incorporated by reference (the “Agreement”).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, AS FOLLOWS:

Section 1. That the Agreement is hereby approved.

Section 2. That the Fire Chief is hereby authorized and directed to execute the Agreement on behalf of the Loveland Fire Authority, subject to City Council and Loveland Fire Protection District approval and to such modifications in form or substance as the Fire Chief, in consultation with the City Attorney, may deem necessary to effectuate the purposes of this Resolution or to protect the interests of the Fire Authority.

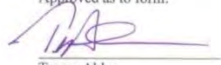
Section 3. That this Resolution shall go into effect as of the date and time of its adoption.

ADOPTED this _____ day of _____, 2014.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:

Teresa Ablao
Assistant City Attorney

INTERGOVERNMENTAL AGREEMENT
FOR DISASTER-EMERGENCY MUTUAL AID
AND
DISASTER-EMERGENCY FUNDING ASSISTANCE

This Agreement is made by and among the governmental entities who are signatories hereto, all being governmental entities lying within or in close proximity to northern Colorado, and each a Party (referred to herein as the “Party” or the “Parties”), agreeing as follows:

I. Purpose

Each Party has equipment and personnel trained and equipped to respond to situations involving an emergency. By this Agreement, the Parties intend to authorize and provide the terms for their mutual assistance in emergency situations, whether natural or man-made, which require resources in addition to those that can be provided by the Party in whose jurisdiction the emergency occurs. This Agreement is intended to allow for mutual aid between the Parties whenever there is an urgent or potentially significant situation that threatens the general welfare and good order of the public, public health, public safety, or property, including but not limited to “Disasters”, “State of Emergency”, or “Local Emergency” as those terms are defined in Title 24, Article 33.5, Part 7, Colorado Revised Statutes.

II. Authority

The authority for this Agreement is Section 18 of Article XIV of the Colorado Constitution; Section 6 of Article XX of the Colorado Constitution; Section 29-1-203, C.R.S., and provisions of the Colorado Disaster Emergency Act, Section 24-33.5-701, *et seq.*, C.R.S., as amended.

III. Term

This Agreement shall commence on the date that it is signed by at least two Parties and shall continue until such time as there are no longer at least two Parties to the Agreement. A Party may terminate its participation in this Agreement as set forth in Section VIII, below.

IV. Request for Assistance and Mutual Aid

- a.** In the event any Party determines a need for aid from any other Party in light of an emergency or disaster, such Party may request aid from any other Party as follows:
 - i.** A request for assistance may be for any type of assistance or aid that the Requesting Party (“Requesting Party”) may deem necessary to respond to an emergency or disaster situation within its jurisdiction.
 - ii.** A Requesting Party’s request for aid will be made through its Emergency Operations Center (EOC) or emergency management staff to the EOC or emergency management staff of any other Party. Any request for mutual aid or assistance shall include a statement of the nature and complexity of the subject need, the amount and type of equipment and/or personnel

requested, contact information, duration needed, and the location to which the equipment and/or personnel are to be dispatched.

V. Response to Request for Assistance and Mutual Aid

- a. Upon receipt of a request for assistance, any other Party (Responding Party) may, in its sole discretion, provide personnel, equipment, or other assistance to the Requesting Party.
- b. Any Responding Party reserves the right to recall its personnel, equipment, materials, supplies and other resources at any time and will, if practicable, give the Requesting Party at least twenty-four (24) hours advance notice.

VI. Command & Control

- a. It is the intent and Agreement of the Parties that the command structure and exchange of mutual aid provided for in this Agreement conform to the current standards of practice of the National Incident Management System (NIMS) and the Incident Command System (ICS).
- b. Parties responding with available resources and personnel will confer with the Requesting Party's EOC and report to the staging area designated by the Requesting Party. The Responding and Requesting Parties' EOCs will track the status of the appropriate resources accordingly in WebEOC.

VII. Release of Resources

Personnel and equipment of a Responding Party shall be released by the Requesting Party's Incident Commander when the assistance is no longer required; or when the Responding Party requests the return of such resources. The release of all resources shall be communicated and documented through the appropriate EOC and resource management system.

VIII. Reimbursement and Compensation

- a. First Twelve Hours of Response. Unless otherwise agreed in advance by the involved Parties, during the first twelve (12) hours from the time of the initial dispatch tone or request to a Responding Party, the Requesting Party will not incur any personnel or equipment charges from any Responding Party (Non-Reimbursable Costs).
- b. After the First Twelve Hours of Response. Unless otherwise agreed in advance by the involved Parties, after the first twelve hours from the time the Responding Party first dispatches personnel or equipment to the Requesting Party, the Requesting Party shall reimburse the Responding Party for the following costs associated with the response (Reimbursable Costs):
 - i. Personnel Costs. Personnel costs, including salaries, hourly wages, overtime, and costs of fringe benefits.
 - ii. Equipment. An amount for the use of the Responding Party's equipment during the period of assistance according to the Schedule of Equipment Rates established and published by the Federal Emergency Management Agency (FEMA), www.fema.gov/xls/government/grant/pa/egsch.xls. Rates for equipment not referenced on the FEMA Schedule of Equipment

Rates shall be as agreed upon by the involved Parties and based on actual recovery of costs.

- iii. Materials and Supplies. The actual replacement cost or replacement in kind of the expended or non-returnable materials and supplies provided by the Responding Party, plus handling charges. The Responding Party shall not charge the Requesting Party for materials, supplies and reusable items that are returned to the Responding Party in a clean, damage-free condition. Reusable supplies that are returned to the Responding Party with damage must be treated as expendable supplies for purposes of cost reimbursement.
- c. Tracking Reimbursable Costs. Tracking of personnel time, work/rest, and equipment costs shall be the responsibility of the Requesting Party. The Responding Party will be responsible for invoicing the Requesting Party after demobilization as per any financial agreement by both parties.
- d. Reimbursement. The reimbursement of any Responding Party is not contingent on the Requesting Party's eligibility for or receipt of reimbursement from any federal or state agency. The Parties acknowledge that a Requesting Party will pursue all legal reimbursement available for costs associated with emergency and disaster response and recovery, including Reimbursable Costs incurred by Responding Parties. The Parties agree to cooperate with any Requesting Party as may be necessary to establish the necessity of the aid provided, and its reasonableness in light of the emergency situation. Parties involved in this Agreement shall, upon request of resources, determine financial terms and limitations through a separate document or through a pre-existing process outlined by the Emergency Management Agency or the Emergency Operations Center. This is typically done through a Request for Assistance Form or a 213RR Form, but may involve any written financial process used by the Requesting Party.

In addition, this Agreement shall not be construed as to limit or waive reasonable compensation or reimbursement for costs incurred under this Agreement that may be eligible for reimbursement by local, state or federal agencies or any other third parties.

Payment. Within ninety (90) days from the end of the period of assistance, a Responding Party shall provide the Requesting Party with an invoice that itemizes all Reimbursable Costs. The Requesting Party must pay the invoice in full on or before the forty-fifth (45th) day following the billing date. Any amounts unpaid on the forty-sixth (46th) day following the billing date will be delinquent, and from that date forward will accrue interest at 2% per annum plus the bank prime loan rate in effect on the first date of delinquency, as reported in the Federal Reserve Statistical Release H.15, www.federalreserve.gov/releases/H15/update/. Delinquent interest will be computed on an actual days/actual days basis. Upon agreement of the involved Parties, the payment deadlines may be extended if reimbursement from state or federal sources is pending and likely to occur.

- e. Financial Obligations. Pursuant to Colorado law, the Requesting Party's financial obligations under this Agreement, if any, are subject to and contingent upon its annual appropriation.

IX. Additional Responsibilities

- a. Agency Policy and Procedures. Each Party's personnel are responsible for following their agency's administrative policies and procedures. The parties hereto enter into this Agreement as separate and independent governmental entities and each shall maintain that status through the term of this Agreement. Each Party remains responsible for all pay, entitlement, benefits, employment decisions, and worker's compensation benefits for its own personnel.
- b. Compliance with All Applicable Laws. Each Party shall be responsible at all times for compliance with all laws and regulations applicable to each of its actions hereunder. Each Party must, upon request by another involved Party, make available on a reasonable basis such information as may be required to ensure or show compliance with local, state and federal laws.
- c. Provisions for Responding Personnel. Within the written request for resources, the Agreement shall outline provisions required for personnel and equipment, including temporary housing, food and supplies necessary to perform the functions required. This may be outlined in the request as a need by the Requesting Party or as a need from the Responding Party. This should be outlined prior to any deployment of resources. If the Requesting Party cannot provide food or shelter for the said personnel, the Responding Party may secure the resources necessary to meet those needs and shall be entitled to reimbursement from the Requesting Party for such cost, not to exceed the state per diem rates.
- d. Nondiscrimination. No person with responsibilities in providing services or the operation of any activities under this Agreement will unlawfully discriminate against persons being assisted or requesting assistance on the basis of race, color, national origin, age, sex, religion, handicap, political affiliation or beliefs, or any other unlawful basis.

X. Disaster Planning and Interagency Cooperation

- a. In order to enhance public safety, the protection of life, property and the environment, and in order to enhance the mutual aid capabilities contemplated in this Agreement, the Parties agree to do the following:
 - i. Prepare and keep current emergency planning documents, including jurisdictional disaster response plans and recovery plans. The Parties agree to cooperate in the development of each Party's Emergency Operations Plans.
 - ii. Participate in the county emergency management activities which are designed to ensure coordinated disaster planning, response, and recovery. These activities may include the Local Emergency Planning Committee, multi-agency coordination systems, disaster risk and hazard assessment, training and education, and Incident Management Team support.
 - iii. Provide a liaison to the county EOC during incidents that affect two or more Parties within the county to the extent allowed by the local

emergency plans, staffing, and other budgetary considerations of the Parties. Liaisons may be provided virtually through EOC software management tools, telephone or email.

XI. Termination

Any Party may terminate its participation in this Agreement without cause, and such termination will be effective on the date written notice is sent to the governing board of each Party. Termination will not negate any obligations that result from mutual aid provided or received prior to termination, including pending claims for reimbursement provided under this Agreement.

XII. Non-Liability

This Agreement shall not be construed to create a duty as a matter of law, contract, or otherwise for any Party to assume any liability for injury, property damage, or any other loss or damage that may occur by any action, or non-action taken, or service provided, to the public or any person, as a result of this Agreement. Each Party retains all of the protections afforded by the provisions of the Colorado Governmental Immunity Act, C.R.S. 24-10-101 *et. seq.*, as the same may be amended from time to time.

XIII. Integration and Amendments

This Agreement contains the entire understanding of the Parties and the Parties agree that this Agreement may only be amended or altered by written agreement signed by the Parties' authorized representatives.

XIV. Assignment /Transfer

No Party shall assign or otherwise transfer this Agreement or any right or obligation herein without prior consent of the other Parties.

XV. No Third Party Beneficiary

This Agreement is made for the sole and exclusive benefit of the Parties hereto and nothing in this Agreement is intended to create or grant to any Third Party or person any right or claim for damage, or the right to bring or maintain any action at law, nor does any Party waive its immunities at law, including the rights, protections, limitations and immunities granted the Parties under the Colorado Governmental Immunity Act, C.R.S. 24-10-101 *et. seq.*, as the same may be amended from time to time.

XVI. Severability

If any term, covenant, or condition of this Agreement is deemed by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall be binding upon the Parties.

XVII. Headings

The section headings of this Agreement are inserted only as a matter of convenience and for reference. They do not define or limit the scope or intent of any provisions in

this Agreement and shall not be construed to affect in any manner the terms and provisions herein.

XVIII. Becoming a Party to this Agreement

Each Party agrees to allow any other governmental jurisdictions, as defined under Colorado law, to join in this Agreement after formal approval by the prospective Party’s governing body and notification by the Larimer County Office of Emergency Management of such action to each of the other Parties to this Agreement. To the extent that local government entities outside of Larimer County choose to join in this Agreement, notification shall also be provided to office of emergency management in the county where the entity is located.

XIX. Execution

This Agreement shall be executed by each Party on a separate signature page. This Agreement and the original signature pages shall be filed with and held by Larimer County Emergency Management or its successor agency, at 200 West Oak Street, Fort Collins, CO 80522. Copies of signature pages shall be provided to each Party jurisdiction, and such copies shall have the full force and effect as if they were originals. A copy of the full Agreement will provided to the Colorado State Division of Homeland Security and Emergency Management.

As outlined in the foregoing Intergovernmental Agreement, the below designated jurisdiction executes this Agreement on the most recent date indicated below.

JURISDICTION:

By:

Title:

Date:

ATTEST AS TO SIGNATURES:

Title:

Date:

Agenda Item Cover

Item No.: 4

Meeting Date: September 11, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Presentation of the Special Operations Program

EXECUTIVE SUMMARY

Battalion Chief Tim Smith will present information on the Special Operations Program. The attached program report highlights: program history, current status, the future of the program, a summary table of objectives and a more detailed description of the future objectives.

BACKGROUND

There will be program presentations each month for the rest of the year. The objectives of these presentations are to inform the Board about LFRA programs outside of the budget preparation discussion, help the Board to get to know command staff members, and offer command staff members the opportunity to participate at the political/governance level for professional development.

The 10-15 minute presentations will generally include:

- a description of the program,
- highlight resources dedicated to the Program (personnel, equipment, training),
- provide visuals (pictures/demo/stats) for the type of incidents or equipment, and
- share goals and objectives for 2014 and in the future.

10-15 minutes will be allotted for questions and answers following the presentations on an as needed basis.

STAFF RECOMMENDATION

Information only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Program Paper

Loveland Fire & Rescue Authority

Special Operations Program



Future Planning Document for Loveland Fire Rescue Authority's (LFRA) Special Operations Program

Special Operations Command Staff: Battalion Chief Tim B. Smith, Lieutenant Jason Goodale, Lieutenant Cy Pollema, and Lieutenant RJ Varner.

Additional Contributors: Battalion Chief Jason Starck, Lieutenant Dave Friedrichsen, Lieutenant Eric Klaas, Lieutenant Dave Schuetz, Lieutenant Shawn Williams

March 2014

Executive Summary

History:

The Special Operations Team (SOT) was created in 2005, with our first Rescue School in 2006. The original specialized teams in Loveland Fire at that time were the Dive Team, Hazardous Materials Team (HazMat), and Rope Team. The decision in consolidating the teams was to take advantage of the skills and cross train the personnel to assist with all the disciplines of rescue.

The Special Operations Team consists of three primary areas: Hazardous Materials Response, Urban Search & Rescue (USAR), and Water Rescue. Within these primary areas lie the rescue specialties of: HazMat Technician, HazMat (Highway, Railcar, or Radiological) Specialist, Collapse Rescue, Confined Space Rescue, Rope Rescue, Trench Rescue, Large Animal Rescue, Dive Rescue, and Swiftwater Rescue.

Every team member is encouraged to possess a minimum of one Technician level certification and become Operations level proficient in all other disciplines. Rescue School is a full team training performed every other year (on the even years) for approximately 5 days. Basic skills practice to large scale scenarios have been conducted during these schools. During the odd years; monthly, and up to quarterly trainings have been performed to keep proficient skill sets at an appropriate level for all the disciplines.

The team's mission statement is as follows: *"The Special Operations Team goal is to provide coordinated and efficient specialized rescue services and hazardous materials response to the citizens of Loveland and the Loveland rural fire District. Maintaining a high degree of mobility with the ability to deploy a response element as requested throughout the region {sic}."*

Since the inception of the Special Operations Team, we have deployed to various locations for multi-operational period incidents: 2007 – Carter Lake Water Treatment Plant Explosion (Chlorine Gas), 2007 – Longmont Circuits West (Chemical Fire), 2007 – Georgetown Cabin Creek Xcel Hydroelectric Plant (Rescue Standby), 2008 – Windsor (Tornado), 2008 – Loveland Engeman Enterprises (Ammonia Tanks Over Pressurized), 2013 – Big Thompson Task Force Estes Park (Flood), 2013 – Loveland Area Command (Flood - wide area search, and hazardous materials identification).

Other significant incidents over the past nine years include: East 4th Street building façade collapse, car through apartment building at 45th Street and Garfield Avenue, car into house at 8th Street and Garfield Avenue (fatality), rope rescue at Ice Falls in the Big Thompson Canyon, 3 am pick-off rope rescue in the Big Thompson Canyon, Crosier Mountain Trail rescue, extrication on Storm Mountain access road, dog in a mine shaft, dive call at Lake Loveland (young girl fatality), Boyd Lake dive call (30 year old male fatality), Namaqua Park dive call (teenage male fatality), Eden Valley dive call (female into the canal – fatality), Idlewild Dam night time rope rescue, propane tank flare off on 5th Street and Jefferson Avenue, double fatality dive call at the ponds adjacent to Fairgrounds Park, several Clandestine Laboratories, several large animal rescues, and a high angle rescue at Medical Center of the Rockies construction site.

Current Status:

The Special Operations Team consists of 38 personnel and 1 specialist. The personnel are made up from three different agencies: Loveland Fire Rescue Authority (LFRA), Thompson Valley Emergency Medical Services (TVEMS), and Windsor Severance Fire Protection. Berthoud Fire Protection District also has two positions within SOT, as per our Memorandum of Understanding (MOU); however they are not filled at this time.

LFRA has 26 personnel and one specialist with Technicians in the following disciplines:

- HazMat
 - 12 – HazMat Technicians
 - Five of which are HazMat Specialist in one of the following:
 - Radioactive Materials
 - Railcars
 - Highway Tanks
- USAR
 - 7 – Collapse Rescue Technicians
 - 1 – Collapse Rescue Specialist (USAR – Structural Engineer)
 - 3 – Confined Space Technicians
 - 2 – Large Animal Rescue
 - 16 – Rope Rescue Technicians
 - 11 – Trench Rescue Technicians
- Water Rescue
 - 7 – Public Safety Divers
 - 9 – Swiftwater Rescue Technicians

TVEMS has nine personnel with Technicians in following disciplines:

- 9 – Emergency Medical Technicians (EMT) - Paramedics
- 3 – Trench Rescue Technicians
- 1 – Rope Rescue Technician

Windsor Severance Fire Protection has three personnel with Technicians in the following disciplines:

- 1 – Public Safety Diver
- 1 – Swiftwater Rescue Technician
- 2 – Confined Space Technicians
- 2 – Rope Rescue Technicians

2013 Accomplishments:

- Two Rope Rescue Technicians sent to Rigging for Rescue
 - New Rope Curriculum – USAR Standard (Lieutenant Hessler and Engineer Morrison)
- Addition of Class III harnesses for Rope Rescue Technicians
 - Enhancement for some members that did not have this harness type
- Confined Space Equipment enhancement
 - Equipment upgraded and now allows for 2 simultaneous operations
 - 300' umbilical communication lines put into service providing the capability of hardline communications without the use of supplied air
 - Second set of Supplied Air Breathing Apparatus (SABA) units
 - Second air manifold
- New team uniforms
- Complete re-organization of dive rescue equipment
- Annual dive equipment service completed
- Implementation of Rescue One flat bottom boat
- Smaller flat bottom boat added during The Flood
- Addition of Swiftwater Dry suits
- Estes Park Decontamination trailer converted for LFRA and put in service
 - Currently Out Of Service (OOS) - was damaged in the flood
- Additional upgrades to the Confined Space Simulator at the Training Center
- New Squad 2 (Heavy Rescue) put in service
- New set of Air Bags added to the system
- Hosted a State Hazardous Materials Technicians Course
 - Two new Hazardous Materials Technicians (Engineers DeDecker and Waldorf)
- Capital replacement of several air monitors
- In house air monitor calibration
 - Engineer Morrison as a training Air Monitor Technician is saving LFRA at least a couple thousand dollars annually
- Two new HazMat Specialists
 - Lieutenant Jason Goodale – Nuclear / Radiological Specialist
 - Engineer Tim Morrison – Railcar Specialist
- Accomplished two quarterly trainings in 2013 for the team
- The 2013 flood was the most significant special incident in 2013
 - The incident started off with an SOT recall for Swiftwater Technicians and then went “All Hands”

Future:

Within the LFRA 2012 Strategic Plan a few items need to be pointed out. There are eight fewer members since 2012 and we have moved some highly technical personnel into senior positions within the organization (Captain and Battalion Chief). We are currently evaluating the membership of the team and will potentially be able to add two to four new members before the 2014 Rescue School. The Strategic Plan also identified the need for six additional Divers, Swiftwater Technicians, as well as six additional Hazardous Materials Technicians. We were able to add two Hazmat Technicians in 2013, and attempted to host a dive academy but had to move to the spring of 2014.

Two Strategic Plan items were successfully addressed in 2013, was our Heavy Rescue company (Squad 2) going in service in late 2013, as well as a new flat bottom boat for boat based dive operations in early 2013.

The training plans for 2014 are designed to build up and strengthen the team. The LFRA 2012 Strategic Plan has already identified two disciplines that the Special Operations Team is weak in and a third discipline has also come to light. Divers / Swiftwater Technicians and Hazardous Materials Technicians are the two the Strategic Plan identified and Confined Space Technicians is our third weak discipline. These weaknesses have been put on the forefront of the objectives for 2014.

The Special Operations Command Staff as well as the LFRA Operations Staff will continue to evaluate the distribution of Technician level-trained staff on each shift and that we are maintaining an adequate and reliable response to future specialized emergency calls.

Special Operations will also continue to build on the regional specialized rescue team concept for Northern Colorado, and the interface with the state's USAR Team, Colorado Task Force I.

Objectives and Timelines

Annual	1. Complete a minimum of six dives for each Diver	Lt. Pollema
Annual	2. Watermanship test for Divers and Swiftwater Technicians	Lt. Pollema
Annual	3. Quarterly Trainings	SOC
Annual	4. Equipment Maintenance Services	SOC
Annual	5. Shift Training in Various Disciplines	Captains
Annual	6. Hazardous Materials Rodeo	Lt. Goodale
2014	7. Dive Academy	FF Patterson
2014	8. Confined Space Technician Course	Lt. Friedrichsen
2014	9. 2014 Rescue School	SOC
2014	10. Develop LFRA Blue Card Sequence for SOT Incidents	BC Smith
2014	11. Host Hazardous Materials Highway Specialist Course	Lt. Goodale
2014	12. New Utility Task Vehicle (4 Person)	Lt. Varner
2014	13. Regional Rope Rescue Cooperators	BC Smith
2014	14. Look for alternate funding streams, including grants and other more reliable streams for growth and expansion	BC Smith
2015	15. Hazardous Materials Technician Course	Lt. Goodale
2015	16. Air Monitor Technician Course	Lt. Goodale
2015	17. Dive Academy	FF Patterson
2015	18. USAR Technician Course @ West Metro	Lt. Varner
2015	19. Rigging for Rescue Course	Lt. Varner
2015	20. Host Hazardous Materials Railcar Specialist Course	Lt. Goodale
2015	21. Hazardous Materials Nuclear / Radiological Course	Lt. Goodale
2015	22. Develop a plan to create a regional team for specialized operations	BC Smith
2015	23. Develop a succession plan for water rescue Technician level training	Lt. Pollema / BC Smith
2016	24. Develop a plan to link into the state's FEMA USAR Team, Colorado Task Force I	BC Smith
2016	25. 2016 Rescue School	SOC

Objective Details

Annual Objectives

1. Complete a minimum of six dives for each Diver - Each Public Safety Diver is required to dive a minimum of six times in a year as per their Dive Rescue International certification.
2. Watermanship test for Divers and Swiftwater Technicians – The International Association of Dive Rescue Specialist (IADRS), Dive Rescue International (DRI) and the National Fire Protection Association (NFPA) 1006 Standard for Rescue Technician Professional Qualification recommendations for annual watermanship test has been adopted by LFRA. Divers and Swiftwater Technicians are required to take this test annually.
3. Quarterly Trainings – The Special Operations Team will conduct annual quarterly trainings to either: bring awareness and operational level trainings to LFRA regular duty personnel, or be used as full team trainings for years that Rescue School is not being conducted.
 - a. 2015 Project Expenses – Four 10 hour training days with the full team (\$28,000.00)
4. Equipment Maintenance Service – The large number of equipment used for SOT operations requires preventative maintenance and servicing. Examples include dive equipment, cylinders, tools, and power plants for extrication. The servicing and purchasing of extrication equipment and tools will be moved to the Equipment Budget under Chief Jason Starck in 2015.
5. Shift Training in Various Disciplines – Under the coordination of the Captains, awareness level training and in some disciplines operations level training on Special Operations incidents / disciplines will be provided for regular duty personnel. Having all LFRA members at an awareness level helps maintain the three tier system of response during intensive rescues. Awareness, Operations, and Technician / Specialist levels support one another in incident response.
6. Hazardous Materials Rodeo – LFRA is a member of the Front Range Fire Consortium (FRFC) HazMat Group. The consortium plans and schedules a HazMat Rodeo, which is a multiple skills training day. All of the regional HazMat Teams get together and practice their skills. The number of Job Performance Requirements (JPR) for the State of Colorado Hazardous Materials Technician recertification is high, and some of the JPRs are highly technical; therefore consolidating the trainings with regional teams makes the trainings more practical.
 - a. Projected Expenses – 12 HazMat Technicians either off duty training or backfill to cover the training (\$4,200.00)

2014 Objectives

7. Dive Academy – Firefighter Don Patterson is a Public Safety SCUBA Instructor (PSSI) and will be certifying at least two of our current Special Operations members. This academy will certify our new divers in Public Safety Diver (PSD), and Dive Rescue I (DR1). These certifications are LFRA's minimum requirements to become a Rescue Diver. Baring schedules the academy may also include a Swiftwater Technician certification. This academy will help to close the gap that we have in the low number of PSD Technicians.
 - a. Projected Expenses – 60 hour dive academy for two members and a 24 hour refresher for two additional members (\$7,980.00)
8. Confined Space Technician Course – An in house Confined Space Technician course will bring our Technician number of personnel from three to nine team members. This deficiency was identified last year and because The City of Loveland has identified LFRA as the rescue agency for all confined space and trench operations. LFRA is also identified at the rescue agency for subcontracted services within the City of Loveland and The Loveland Rural Fire Protection District. This will be a three day course held prior to Rescue School 2014, and the new Technicians will be used to help teach during Rescue School.
 - a. Projected Expenses – 24 hour course with eight members, utilizing ACB and backfill (\$2,100.00)
9. 2014 Rescue School – Rescue school will be held during the last week of April. The focus of 2014 Rescue School is mastering the basics, an operational skill set mastery is what we want to accomplish. 2008 was the last big push on operational skill sets, and we may have new members on the team that would be able to learn those needed skills. New equipment has been added and tools and equipment have moved around. This school will give an opportunity to familiarize personnel on the new equipment and where items are stored. The following disciplines during rescue school will be: Rope Rescue, Swiftwater Rescue, Confined Space Rescue, Trench Rescue, Hazardous Materials Operations, and Collapse Rescue.
 - a. Projected Expenses – Four day school with 30 members and backfill (\$37,100.00)
10. Develop LFRA Blue Card Sequence (BCS) for SOT Incidents – Special operations responses are generally high risk, low frequency events, which require a strong incident action plan to ensure a coordinated rescue / mitigation effort. Technical rescue incidents are usually chaotic on the arrival of responders; a BCS for the first in officer will provide a template to setting the incident up correctly from the onset.
11. Host Hazardous Materials Highway Specialist Course – The State of Colorado was looking for agencies willing to host this specialist course and because LFRA could use additional highway specialists we quickly offered our facility to host. This course is a weeklong Hazardous Materials Technician specialty curriculum for Hazardous Materials transported on our roads and the containers used to transport them.
 - a. Projected Expenses – Five day course with two members and backfill (\$3,920.00)

12. New Utility Task Vehicle (UTV) 4 Person – In 2012/13 it was determined that the current UTV is not meeting the mission needs for SOT and LFRA responses in the rural areas. A replacement UTV was added to the budget in 2014. Lt Varner is finalizing the specifications for this vehicle and should be purchased in the next few months.
13. Regional Rope Rescue Cooperators – Rocky Mountain Fire Department (RMFD) is the contracted rescue service for National Renewable Energy Laboratories (NREL) Wind Farms. RMFD has developed a rescue response group in the event that NREL calls for a rescue. The rescue response group currently consists of RMFD, West Metro Fire Rescue, and Poudre Fire Authority. LFRA was asked to join the cooperators group at the beginning of the year, and will be participating in their annual drill in September. After the drill a final determination will be made if the cooperators group will be beneficial for LFRA. It seems to lend to supporting the objective of a regional team for specialized operations.
 - a. Projected Expenses – Three day drill utilizing ACB and backfill (\$1,680.00)
14. Look for alternate funding streams, including grants, and other more reliable streams for growth and expansion – LFRA could use alternate funding streams for growth and expansion. LFRA is currently supported by various restoration companies for lumber needs for either training opportunities or supplying LFRA's Collapse Trailer. Urban Areas Security Initiative (UASI) fund is a Department of Homeland Security program which LFRA may qualify for. The FY 2013 Nonprofit Security Grant Program (NSGP) provides support for target hardening and other physical security enhancements and activities to nonprofit organizations that are at high risk of terrorist attack and located within one of the specific UASI-eligible Urban Areas. While this funding is provided specifically to high-risk nonprofit organizations under The Department of Homeland Security Appropriations Act, 2013 (Public Law 113-6), the program seeks to integrate nonprofit preparedness activities with broader State and local preparedness efforts. It is also designed to promote coordination and collaboration in emergency preparedness activities among public and private community representatives, as well as State and local government agencies.

2015 Objectives

15. Hazardous Materials Technician Course – The State of Colorado is hosting a Hazardous Materials Technician course. This is a two week course to training personnel to become HazMat Technicians. The students are given the State's written and practical exams during the end of the course. This is another LFRA 2012 Strategic Plan item identified as a weakness in the Special Operations Team; this will begin to close that gap as well.
 - a. Projected Expenses – Two week course with two members and backfill (\$12,600.00)
16. Air Monitoring Technician Course – Last year LFRA - SOT changed from paying an outside contractor to service our air monitors to servicing them internally. Engineer Tim Morrison was sent to a Technician class to learn how to service the monitors last year. LFRA will be sending one or two more team members this year to learn how to service and calibrate our monitors to provide depth and reduce off duty hours to service and maintain our monitors.
 - a. Projected Expenses – Two day class with one member and backfill (\$1,590.00)

17. Dive Academy (2015) – Firefighter Don Patterson is a Public Safety SCUBA Instructor (PSSI) and will be certifying at least two of our current Special Operations members. This academy will certify our new divers in Public Safety Diver (PSD), and Dive Rescue I (DR1). These certifications are LFRA's minimum requirements to become a Rescue Diver. Baring schedules the academy may also include a Swiftwater Technician certification. This academy will help to close the gap that we have in the low number of PSD Technicians.
 - a. Projected Expenses – 60 hour dive academy for two members with backfill (\$6,300.00)
18. USAR Technician course @ West Metro – 11 day USAR Technician course hosted at West Metro Fire Rescue in Lakewood. This 11 day curriculum typically covers 4 or 5 different USAR disciplines taught using the FEMA USAR standards. West Metro Fire Rescue is the host agency for FEMA USAR – Colorado Task Force 1. The LFRA SOT objective is to send 2 personnel to this technician course every other year to stay engaged in the latest curriculum and continue to build and develop relationships in the Technical Rescue Operations in the State.
 - a. Projected Expenses – 11 day course for two members with course tuition (\$13,240.00)
19. Rigging for Rescue Course – Rigging for Rescue is a USAR based curriculum for rope rescue. LFRA SOT went to this USAR curriculum last year and we are in the process of training the Rope Rescue Technicians in the organization. The team has two members trained to this standard / curriculum. The intension is to add one or two additional members under this curriculum to balance out the Technicians on the three different shifts. This would remove the need to pay extra hours for off duty personnel to receive the training.
 - a. Projected Expenses – 60 hour course for two members with course tuition (\$11,140.00)
20. Host Hazardous Materials Railcar Specialist Course – The railcar specialist course is for Hazardous Material Technicians. With the rail spur on the new LFRA Training Center property, and access to the OmniTRAX site near the sugar factory on N. Madison Ave, these locations provide for opportunities for LFRA HazMat Technicians to earn a specialty in railcar hazardous materials emergencies. LFRA has three different railroads going through their fire district: Great Western, Union Pacific, and Burlington Northern Santa Fe.
 - a. Projected Expenses – Five day course for two members with backfill (\$3,920.00)
21. Hazardous Materials Nuclear / Radiological Course – A part of LFRA Special Operations plan is to have a few specialists in Hazardous Materials. This is third specialty discipline in hazardous materials and with transportation of U.S. Department of Energy Waste Isolation Pilot Plant (WIPP) and Transportation of TRU Waste along the I-25 corridor, and Union Pacific the need for nuclear / radiological specialist is warranted.
 - a. Projected Expenses – Government sponsored course (food, flight, & lodging are covered) one member attending a five day course with backfill (\$2,520.00)

22. Develop a plan to create a regional team for specialized operations – Listed on page 57 of the LFRA 2012 Strategic Plan is an outline of the need for a regional specialized rescue team. A regional approach to the problem of enhanced services needed for SOT is perhaps the most viable and best option for maintaining and improving overall specialized operations service levels with the LFRA response area.
23. Develop a succession plan for water rescue technician level training – A succession plan is needed for the training and certification standards for our divers and swiftwater technicians. Partnering with local agencies like the Larimer County Dive Rescue Team or Dive Rescue International may be a viable option. Another option could be sending a diver to become a dive and swiftwater instructor.

2016 Objectives

24. Develop a plan to link into the state's FEMA USAR Team, Colorado Task Force I – To help enhance the local and regional team approach to special operations developing a relationship or linking into the state's FEMA USAR Team, Colorado Task Force I, would be a viable option. As listed in the LFRA 2012 Strategic Plan; the state USAR Team membership may be an option, but at the least, a seamless process for request for service, dispatch, response, and deployment should be developed for the local and / or regional specialized operations team.
25. 2016 Rescue School – The 2016 Rescue School will be a 5 day school focusing in on various disciplines for skill mastery. Perhaps this school could be a combined effort to help promote the regional and state relationships for specialized rescues in Northern Colorado.
 - a. Projected Expenses – 30 members five day school (\$53,200.00)

Agenda Item Cover

Item No.: 5

Meeting Date: September 11, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

A Resolution to Approve the 2015 LFRA Schedule of Fees, Rates and Charges

EXECUTIVE SUMMARY

The attached resolution sets fire related fees for the Loveland Fire Rescue Authority. The effective date of the fees is January 1, 2015. Generally the fees remain the same as in 2014, with the exception of changes to the special event rate.

BACKGROUND

The fire fees have traditionally been approved within the City and the Rural District jurisdictions individually. However, under Section 1.9(f) of the IGA that established the Loveland Fire Rescue Authority would approve the fee schedule and then partner agencies, the City of Loveland and the Loveland Rural Fire Protection District, must approve the fee schedule before it can become effective.

The exhibit attached to the resolution lists the fees as approved in the 2014 and the fees to be charged in 2015 to clearly identify any changes. The special event fee needed to increase to reflect the cost of providing this service. It is proposed to increase from \$40/hour to \$42/hour.

STAFF RECOMMENDATION

Approve the resolution as written

FINANCIAL/ECONOMIC IMPACTS

Enable LFRA to charge fees in an effort to recover a portion of the cost to deliver services.

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Resolution

Fee Schedule

RESOLUTION #R- 035**A RESOLUTION APPROVING THE 2015 SCHEDULE OF RATES,
CHARGES AND FEES FOR SERVICES PROVIDED BY
THE LOVELAND FIRE RESCUE AUTHORITY**

WHEREAS, the Loveland Fire Rescue Authority (“Fire Authority”) is authorized to fix fees, rates and charges for functions, services and facilities provided by the Fire Authority by Section 1.9(f) the terms of the Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity dated August 19, 2011 (“Formation Agreement”); and

WHEREAS, the Fire Authority seeks to adopt a revised schedule of rates, fees and charges for providing services and functions performed by the Fire Authority in 2015; and

WHEREAS, Fire Authority staff has presented the Fire Authority Board with a schedule of proposed rates, charges and fees, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference (“2015 Schedule of Rates, Charges and Fees”) ; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, AS FOLLOWS:

Section 1. That the 2015 Schedule of Rates, Charges and Fees, attached hereto as Exhibit A, is hereby approved and adopted for services provided by the Loveland Fire Authority and shall apply to all services and functions provided by the Fire Authority on or after January 1, 2015.

Section 2. That this Resolution shall supersede in all respects all previous resolutions of the Fire Authority which set the rates, charges and fees now being set, for all services and functions provided by the Fire Authority on or after January 1, 2015.

Section 3. That notwithstanding the foregoing, the rates, charges and fees set in 2014 shall continue in full force and effect from the date of this Resolution until they are superseded on January 1, 2015 as provided for herein.

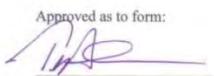
Section 4. That this Resolution shall take effect as of the date of its approval and adoption.

APPROVED AND ADOPTED this 11th day of September, 2014.

ATTEST:

Jeffrey M. Swanty, Chairperson

Secretary

Approved as to form:

Teresa Ablao
Assistant City Attorney

LOVELAND FIRE & RESCUE AUTHORITY

<u>Description</u>	<u>2014 Fee</u>	No Changes in 2014 <u>2015 Fee</u>	<u>2015 Change Revenue Impact</u>
<u>Fire Permit Fees (Hazardous Processes, Conditions or Locations):</u>			
Bonfire Standby, per event	\$350.00 minimum	\$350.00 minimum	0
Record Retrieval (<i>one hour minimum</i>), per hour	\$35.00	\$35.00	0
Compressed Gas Facilities, small - single tank dispensing	\$50.00	\$50.00	0
Compressed Gas Facilities, large - bulk facilities	\$100.00	\$100.00	0
Explosive or Blasting Permit	\$100.00	\$100.00	0
Fireworks Retail & Wholesale Sales Permit	\$1,500.00	\$1,500.00	0
Fireworks Display Permit	\$200.00	\$200.00	0
Flammable or Combustible Liquid Tank Removal, per tank	\$100.00	\$100.00	0
Hazardous Materials Storage/Dispensing/Production	\$100.00	\$100.00	0
High-Piled Combustible Storage Permit	\$100.00	\$100.00	0
Hot-Work Operations and Cutting Permit	\$50.00	\$50.00	0
Open Burning Permit	\$50.00	\$50.00	0
Special Event Fee - small	\$100.00	\$100.00	0
Special Event Fee - large	\$200.00	\$200.00	0
Standby Event Coverage, per hour, per person required	\$40.00	\$40.00	0
Report Fee	\$5-15.00	\$5-15.00	0
School Inspection Fee	\$125.00	\$125.00	0
School Building Plan Review	\$300.00	\$300.00	0
Tent & Canopy Permit	\$50.00	\$50.00	0
Cryogenic Fluid Facility	\$100.00	\$100.00	0
<u>Fire Inspection Fees:</u>			
<u>Sprinkler Installation Inspections:</u>			
<u>1-9 Heads:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>10-99 Heads:</u>			
Per Inspection	\$70.00	\$70.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>100 to 1000 Heads:</u>			
Per Inspection	\$95.00	\$95.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Additional Inspections for All Sprinkler Systems:</u>			
(i.e. 200 lb. test, 2" drain test and inspectors tests), per inspection	\$40.00	\$40.00	0
<u>Alarm & Detection Systems:</u>			
Per Inspection (up to 5 devices)	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
Per Inspections (6 - 30 devices)	\$70.00	\$70.00	0
Per Re-Inspection	\$75.00	\$75.00	0
Per Inspection (over 30 devices)	\$95.00	\$95.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Hood & Duct Extinguishing Systems:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Paint Booth Extinguishing Systems:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0

LOVELAND FIRE & RESCUE AUTHORITY

<u>Description</u>	<u>2014 Fee</u>	No Changes in 2014 <u>2015 Fee</u>	<u>2015 Change Revenue Impact</u>
<u>Paint Booth Using Combustible or Flammable Liquids:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Dip Tank Operations Using Combustible/Flammable Liquids Installation:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>LPG or Natural Gas Facilities Inspection:</u>			
Per Inspection	\$100.00	\$100.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Combustible Dust-Producing Operations Inspection:</u>			
Per Inspection	\$100.00	\$100.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Spray and Dipping Operations Inspection:</u>			
Per Inspection	\$100.00	\$100.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Other Special Extinguishing Systems:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Standpipe Systems:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Halon Extinguishing Systems:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Fuel Dispensing Facilities & Transfer Equipment:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Flammable or Combustible Tank:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>After Hours Inspection (minimum 2 hours):</u>			
Per Inspection, per hour	\$75.00	\$75.00	0
Per Inspection (holiday or holiday weekend), per hour	\$150.00	\$150.00	0
<u>Special Events Fee:</u>			
Firefighter, per hour	\$40.00	\$42.00	1,500

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Item No.: 6

Meeting Date: September 11, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Presentation of the 2015 Budget

EXECUTIVE SUMMARY

An \$11.9 million operating budget is submitted for a public hearing and consideration for adoption.

This is the fourth annual budget submitted to the Board for the Loveland Fire Rescue Authority. The \$11,896,420 budget includes \$11,695,270 to continue to provide the same level of service as is being provided in 2014 and includes supplemental requests of \$201,150 for the addition of a Training Firefighter to start in January and an Administrative Analyst to start in June. The budget was reviewed and approved as submitted by a LFRA Board Subcommittee; with representation from the City, the Rural District and the Fire Rescue Advisory Board; in July. The Sub-Committee requested that the Rural District Board review and consider the LFRA budget prior to the City consideration, since there are future year funding restraints for the Rural District (a successful mill levy election will have to occur by 2017 to fund the ten year financial plan in those future years of the plan). The 2015 budget was presented to the Rural District Board August 6, 2014, and they approved it as submitted on September 3, 2014. This is a LFRA Board public hearing for the consideration of budget adoption. After both of the partner organizations have appropriated their contributions and the City has approved the LFRA budget, it will be brought back to the LFRA Board for appropriation.

BACKGROUND

The \$11.9 million budget submitted is intended to continue the same level of service, as well as add a firefighter at the Engineer level to support training and an Administrative Analyst to support the accreditation process and manage the performance measurement system. The proposed budget includes 83 full time employees (including 2 additional employees proposed), 12 part-time firefighters that equates in hours to 6 full time employees, and a part time fire permit reviewer that equates in hours to a .1 full time employee for a total of 89.1 full time equivalent employees.

This cover memorandum shall be considered the Budget Message for the Loveland Fire Rescue Authority. As such there are some items required by Colorado Revised Statute 29-1 "Local Government Budget Law of Colorado" that are included in this document.

While LFRA is required to adopt an annual budget, the budget is presented in its entirety in the Fire Authority Fund presentation of the "City of Loveland, Colorado Budget" and therefore a separate budget document is not required. Accounting and budgeting for this fund are on the modified accrual basis. Modified accrual basis means that "revenue and other financing sources are due and available and when obligations or liabilities are incurred for expenditures and other financing uses, except for certain stated items such as, but

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Prepared By: Renee Wheeler, Public Safety Administrative Director



not limited to, prepaid expenditures, inventories of consumable goods, and interest payable in future fiscal years”.

All proposed LFRA revenues and expenditures are included in the budget; and LFRA is not a party to any lease purchase agreements. The Fire Authority Fund carries a zero fund balance because the partner contributions are based on the percentage contribution of the net expenditures. By the nature of the agreement, revenues are always equal to expenditures. However, during the year one month of partner contributions are held in the fund for cash flow management. This cash flow advance is netted out of the December contribution. Each partner organization is responsible for holding in their fund balance 15% of their contribution for the year in reserve.

A wide variety of services are provided by the Loveland Fire Rescue Authority. Fire Operations (formerly Suppression) in the budget summaries attached relate to three program categories including Station Operations and Training, Technical Response and Systems, and Equipment Maintenance and Replacement. These divisions perform all fire emergency response, life threatening medical emergency response, aircraft, hazmat, motor vehicle accidents, rope rescue, dive rescue, confined space rescue, and other related incidents that require technical expertise. Community Safety includes program categories for public education and outreach, business safety visits, fire investigation, and fire code enforcement through plan review and facility inspections. The Administration Division includes two programs: Emergency Management and LFRA Administration. Emergency Management involves disaster preparedness, operations of the emergency operations center, disaster recovery, community risk assessment and mitigation, organizational and community training, and coordinates emergency plan development for the entire service area. Administration coordinates all the business needs of the Authority including strategic planning, budget administration, financial planning, boards and commissions support, and managing the resources of the Authority.

Revenues

The Fire Authority is projected to generate \$227,210 through permitting/inspections, fireworks stand reviews, contractor licenses, and reimbursement for incident responses outside of our response area. This revenue is subtracted from the total expenditure budget. The City contributes 82% and the Rural District contributes 18% of the remaining expenditure budget.

Expenditures

Compensation (Salaries and Benefits, 73% of the total budget) \$8,686,540

This category of accounts includes base salaries, merit increases equivalent to 3.5% of the salaries budget to distribute to employees based on performance and overtime. It also includes:

- \$120,180 for 2 supplemental position salaries and benefits;

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Prepared By: Renee Wheeler, Public Safety Administrative Director



- the cost of payroll taxes;
- worker's compensation (allocated to Fire by using a percentage of salaries to total salaries in the City plus an average of five years of workers compensation claims specific to the Fire personnel);
- premiums for medical, dental, and life insurance (allocated based on five years of claims experience and the number of employees);
- pension contributions (11% of salaries for firefighters and 5% for administrative staff),
- New Reserve Pension Program (\$12,000)
- Volunteer Accident and Sickness Policy (\$6,700)
- Volunteer Pension Contribution (\$96,180)

Supplies (4% of the total budget) \$455,020

These accounts are used to account for supplies, equipment and furniture under \$5,000 per unit. It includes everything from uniforms and office supplies to building repair supplies. The Tuition Assistance plan is in this category of accounts per the City's accounting office at \$10,000. \$21,370 is budgeted in this category for the proposed new employees (uniforms, computers, office supplies, etc.).

Services (22% of the total budget) \$2,637,420

These accounts include all utilities, property and liability insurance, training, peer support psychologist, EMS physician advisor, vehicle maintenance, and other minor repair and maintenance services. (\$1,534,710, 12.9% of the total budget)

It also includes the cost of Administrative Services provided by the City: Dispatch, Facilities, Information Technology, Human Resources, Finance, City Attorney and the City Manager's Office. Each allocation is based on a reasonable assumption for the dedication of resources to the Fire Service compared to the City as a whole. (\$1,102,710, 9.1% of the total budget)

Capital (1% of the total budget) \$117,440

Equipment that costs \$5,000 or more per unit is included in this category of accounts. The dollars allocated for 2015 are dedicated to the replacement of basic operational equipment including: \$59,600 to purchase a new vehicle and the related communications equipment for the proposed Training Firefighter, radio replacement, and thermal imaging equipment replacement. All equipment is based on an inventory with planned replacements that are directly linked to the ten year financial plan at the program level.

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Meeting Date: September 11, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



The base budget for 2015, \$11,695,270, increases 9% above the 2014 originally adopted budget. It includes full year funding for the salaries and benefits of additional company at new Station 2, an increase of \$202,760 over the half year approved in the 2014 Budget. There is a substantial increase in amortization funding, \$309,800, for all new apparatus purchased over the last couple of years and the elimination of the 7% reduction the City was using to draw down the balance in the City's Fleet Replacement Fund. The Emergency Management Performance Grant (EMPG) has been included in the base budget for the first time at \$43,000 based on information received by the State relative to the sustainability of funding and the LFRA collection history. It is intended to fund public preparedness outreach, a safety "expo", a contractor to conduct disaster preparedness exercises, improvements to the emergency notification system, and a contractor to draft emergency plans. Other base budget revisions are documented in the presentation attachment. The 2015 supplemental budget requests, \$201,150, increase the budget an additional 1.9% for a total 10.9% increase over the 2014 originally adopted budget.

Supplemental Requests

Service enhancements are submitted in the budget process as "supplemental requests" and all the figures above include the proposed supplemental requests for your consideration. The following supplemental requests were included for consideration.

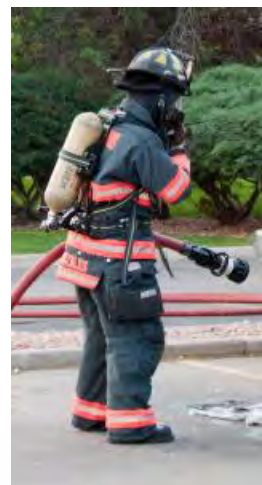
Supplemental Request Priority Order Listing

1	Training Firefighter, including a vehicle	\$156,870
2	Administration Analyst, half year for 1 st year	44,280
Total		<u>\$201,150</u>

Training Firefighter

The 2012 Loveland Fire Rescue Authority (LFRA) Strategic Plan, includes a discussion on page 93 for a Training Firefighter.

The request includes salaries, benefits, uniform, personal protective gear, communications equipment, a vehicle, and the vehicle maintenance for the year. The request differs from the 2014 Supplemental request in that a vehicle has been deemed necessary based on the current fleet assignments, \$59,500, and the position was moved from a Firefighter to an Engineer level, a difference in salary and benefits of



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Prepared By: Renee Wheeler, Public Safety Administrative Director



\$18,670. The salary and benefits difference takes into consideration the 2014 pay plan revision that increased the range for an Engineer level position 6%.

The LFRA Training Division is currently staffed daily by a Battalion Chief that provides the overall oversight of the training program. This oversight includes developing the training objectives, administering multi-company drills, coordinating the Training Center use, repair and improvements as well as projecting short to medium range goals for the program. The three Shift Captains perform the dual role of normal Operations Division responsibilities as well as assisting the Training Division with building lesson plans, coordinating instructor assignments and maintaining the certification and recertification process for all ninety three uniformed members of LFRA (81 full time and 12 part time). The Training Division Battalion Chief and the Shift Captains meet the strategic and tactical level needs of the LFRA training program.

LFRA is lacking a position to function in the task level of the Fire Training Division. A Engineer that would be assigned to the Training Division would greatly enhance the overall training program and fill the gap of accomplishing the needed task level assignments, such as Training Center logistics, training / drill set up, assisting with basic skills instruction, coordination with various fire academies (Front Range Fire Consortium, Aims Community College, and Johnstown-Milliken), training equipment / prop repair and inspection. The logistical needs for the Training Center will only increase over the next couple years with the addition of the new property that will expand the facility.

The Training Engineer will provide other vital staffing needs that LFRA consistently faces including coverage during extended workers compensation injuries and military leave. The Engineer assigned to Training will be available at times to cover these vacancies reducing the impact of overtime backfill. This position will have an immediate impact, filling the Engineer vacancy that will be created by assigning Engineer Ty Drage to the Accreditation Program in 2015 for up to nine month. With the support of the Fire Authority Board, LFRA is moving toward Fire Service Accreditation with the bulk of the work being done in 2015.

Responding to significant incidents will also be a major role of the position; this Engineer will be able to fill several roles on scene including leading a crew (acting officer), safety officer, command support officer and task level fire ground assignments. LFRA has applied for a recruiting officer through a grant process; this request has not been successful. The three tier workforce is the backbone of LFRA, recruiting quality people at the reserve and part-time firefighter levels is essential for the future success of the organization. The recruiting process is very challenging in Northern Colorado due to the number of high quality fire agencies that are located here competing for the same recruits. LFRA must dedicate staff time to recruiting at the local job fairs, high schools and colleges. The Training Engineer will be a lead member of the recruiting team.

This position existed at the Engineer level in 2009 and was eliminated during the budget reductions to fill an open position on a fire company. The use of the Training Center alone displays the need for this position, in 2012 and 2013 (prior to the flood) the center was utilized an average of twenty two days each month by

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emergency service agencies. The coordination, maintenance and upkeep of the facility and props alone require a full-time position. LFRA attempted to fill this position in 2011 and 2012 with a Reserve Firefighter, which greatly benefited the program for a short period of time, it is difficult to recruit and maintain Reserve Firefighters that have daytime, weekday hours available to volunteer. We have been unable to fill this spot with a Reserve Firefighter since August of 2012.

Administrative Analyst

The administrative position is discussed in the Strategic Plan on page 92.

The Administrative Analyst position includes salaries and benefits for one half of a year, cubical reconfiguration, a desktop computer, training and office supplies. The analyst level position is two pay grades higher than the position included in the strategic plan and last year's ten year financial plan. The full year's cost of salaries and benefits of this position is \$70,940 compared to the \$54,450 included in the Strategic Plan, a difference of \$16,490. That difference is based on the level of position necessary to elevate the expectation of processing volumes of data to analyzing data trends, identifying the reasons for variances with the technical savvy to transform data to information that can be used for decision-making that drives departmental policies and procedures.

A data driven decision-making environment depends on the ability to analyze data on a wide variety of performance criteria. This position is staged to join LFRA in June correlating to the time with Engineer Drage will return to shift work. This position is expected to manage the performance measurement system for all LFRA divisions, assume the responsibility for reporting that will allow for existing support staff to fill the gap that exists relative to administrative support duties for the Chief, Operations Chief, Administrative Director and the Training Battalion Chief. This position will be expected to serve in a back-up capacity to the Administrative Director on all budget related work as well. The following list highlights some of the expected responsibilities.

- Data collection, analysis and reporting for all performance measures (not only the significant seven and all the measures identified in the Strategic Plan, but also the over 200 measures in the Standards of Cover for the Accreditation process)
- Once the Accreditation Technician goes back to shift work there will be a need to continue the work associated with the accreditation program and maintain records for the annual reporting effort requirement once the accreditation is achieved.
- Report performance data monthly for command staff and assist with variance analysis to identify issues that may require policy or procedure modifications
- National Fire Incident Reporting

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- Assist with reporting (monthly and annual incident and performance reporting, quarterly budget and annual reporting)
- Grants research, application and reporting
- Assist the communications plan to get information to customers relative to the value they are receiving for their investment

This budget is submitted to complete Phase II of the Basic Services Model in the Strategic Plan adopted by the Board to deliver on a governance partnership between the City of Loveland and the Loveland Rural Fire Protection District.

Process

The 2015 proposed budget is hereby presented to LFRA Board Budget Sub-committee for consideration. On July 16, 2014 LFRA staff met with the Board's Budget Sub-committee to review the submittal. The Sub-committee voted to move the budget forward as presented. Staff presented the Loveland Fire Rescue Advisory Commission at their August 13, 2014 meeting. The Rural District Board approved the budget as presented on September 3, 2012. A study session to acquaint the City Council and the public with the City's proposed budget will be held September 9, 2014. The Citizen's Finance Advisory Commission reviews the City of Loveland budget for reasonableness from the citizen's perspective September 20, 2014. September 11, 2014, the LFRA Board is holding a public hearing to consider approving fees and consider the adoption of the 2015 budget. In October, the public has the opportunity to ask questions about the City's budget at the public hearing scheduled to be conducted on October 7, 2014. Then the City's budget is scheduled for second reading and adoption on October 21, 2014. The Rural District Board will be asked to appropriate the Loveland Rural Fire Protection Budget at their November 5, 2014 meeting. Finally with the governing partner contributions appropriated, the LFRA Board will appropriate the 2015 budget at the November 13, 2014 meeting.

The City's budget process also includes the appropriation capital improvements money in the General Fund and the Fire Capital Expansion Fee Fund. The LFRA capital improvements requests are listed in the table below. The City's Capital Improvement Plan has been completed. The Training Center Modification Planning and Station 11 were not included in the plan.

Item Requested	Amount Requested	Year Requested
Refurbish the 2000 Smeal Ladder Truck for Reserve Status	\$606,240	2015
New Training Center Property Modifications Planning and Design	\$295,000	2015
Replace 2004 General Spartan	\$652,300	2016



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Build Station 10	\$3,479,500	2018
Build Station 11 (\$4.2M) & Apparatus (\$1.3M)	\$5,457,600	2024

The process for securing funding in 2015 and over the next ten years is a complicated but achievable venture. The Loveland Rural Fire Protection District ten year plan has been updated based on this proposed budget. Consistent with the information shared with voters during the mill levy increase campaign, the Rural District will need to tap into reserves to fund contributions in 2016 and will require another increase in the mill levy for collection in 2017. The successful implementation of this partnership has been a vision of the LFRA Board and the hard work has begun.

STAFF RECOMMENDATION

Consider the information and highlight any additional information that may be necessary for the LFRA Board and the funding partners to make decisions for adoption and appropriation of the budget.

FINANCIAL/ECONOMIC IMPACTS

This action sets the budgetary authorization to make requests for contributions from partner organizations enabling the Fire Chief to administer all programs and services provided by the Loveland Fire Rescue Authority.

ASSOCIATED STRATEGIC GOALS

This budget is critical to delivering on the three primary goals outlined in the Strategic Plan:

- Deploy an effective emergency response to minimize damage and losses;
- Minimize and mitigate the risks of an emergency occurrence in the community; and
- Deliver cost effective services.

LFRA would like to be recognized by the community of Loveland and those in the fire service community as a model of excellence in providing fire protection and emergency services in the most cost-effective manner, an organization moving from good to great and built to last.

ATTACHMENTS

Resolution

Budget Summary

Budget Presentation

RESOLUTION #R-036

**A RESOLUTION ADOPTING
THE LOVELAND FIRE RESCUE AUTHORITY
2015 BUDGET**

WHEREAS, the Loveland Fire Rescue Authority (“Fire Authority”) is authorized to adopt a budget to exercise its powers and carrying out its purposes consistent with the terms of that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity dated August 19, 2011 (“Formation Agreement”) and the Fire Authority's bylaws; and

WHEREAS, the Fire Authority seeks to adopt a budget to implement the Authority’s 2012 strategic plan to properly address the future fire protection and emergency services needs of the community served by the Fire Authority; and

WHEREAS, the Fire Authority is required by Colorado Revised Statute 29-1-103(1) to adopt an annual budget; and

WHEREAS, the Fire Authority Board of Directors finds that it is in the best interests of the Fire Authority and necessary for the health, safety and welfare of the community it serves to adopt the 2015 Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, AS FOLLOWS:

Section 1. That the 2015 Loveland Fire Authority Budget, attached hereto as Exhibit A and which has been filed with the Fire Authority Administrative Office in its entirety for the fiscal year beginning January 1, 2015 and ending December 31, 2015, with revenues and estimated fund balance in the amount of \$11,903,870, and expenditures of \$11,903,870 for operations, is hereby adopted.

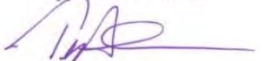
ADOPTED this 11th day of September, 2014.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:


Teresa Ablao
Assistant City Attorney

2015 Loveland Fire Rescue Authority Proposed Budget
Budget Sub-Committee 7/16/14

	Fire Authority Fund						% Change		
	2013 Actual	2014 Adopted Budget	2014 Revised Budget (June)	2015 Proposed Base	2015 Proposed Supplementals	2015 Total Proposed Budget	2015 % of Total	2015 Prop to 2014 Adopted	2015 Prop to 2014 Revised
Revenues:									
Taxes (General Fund Revenue)									
Charges for Services (Permits)	153,411	146,130	146,130	158,210		158,210	1.3%	8%	8%
Intergovernmental:									
City	7,669,606	8,662,742	9,050,230	9,403,810	164,940	9,568,750	80.4%	10%	6%
Rural District	1,823,626	1,901,578	1,986,640	2,064,250	36,210	2,100,460	17.7%	10%	6%
Other (Grants, Other Agency Deployments, Interest)	141,299	22,000	27,290	69,000		69,000	0.6%	214%	153%
Total Revenues	\$9,787,942	\$10,732,450	\$11,210,290	\$11,695,270	\$201,150	\$11,896,420	100.0%	11%	6%
Expenditures by Account Class:									
Personnel (Salaries and Benefits)	7,604,362	8,104,970	8,159,170	8,566,360	120,180	8,686,540	73%	7%	6%
Supplies	408,622	456,190	564,580	433,650	21,370	455,020	4%	0%	-19%
Services (Includes City Indirect Service)	1,764,525	2,074,470	2,295,720	2,637,420		2,637,420	22%	27%	15%
Capital	283,376	96,820	190,820	57,840	59,600	117,440	1%	21%	-38%
Total Expenditures	\$10,060,885	\$10,732,450	\$11,210,290	\$11,695,270	\$201,150	\$11,896,420	100%	11%	6%
% change									
Excess or Deficiency of Revenues Over or Under Expenditures (1)	-272,943	0	\$0	\$0	\$0	\$0			
Fund Balance (Beginning January 1)	290,339								
Fund Balance (Ending December 31)	17,397								
Expenditures Restated by Service Division:									
Fire Operations	8,007,912	8,413,030	8,696,730	9,176,380	156,870	9,333,250	78%	11%	7%
Community Safety	865,321	926,420	663,090	678,210	0	678,210	6%	-27%	2%
Admin Division w/o City Admin (2)	305,903	341,390	798,860	737,970	44,280	782,250	7%	129%	-2%
Administrative Services Provided by the City	881,749	1,051,610	1,051,610	1,102,710	0	1,102,710	9%	5%	5%
Total Expenditures	\$10,060,885	\$10,732,450	\$11,210,290	\$11,695,270	\$201,150	\$11,896,420	100%	11%	6%
Full Time Equivalent Employees:									
Full Time Employees- Benefited	75.0	81.0	81.0	81.0	2.0	83.0	93.2%		
Part Time Employees - Benefited	0.0	0.0	0.0	0.0	0.0	0.0	0.0%		
Part time Employees - Non-Benefited	6.1	6.0	6.1	6.1	0.0	6.1	6.8%		
Total	81.1	87.0	87.1	87.1	2.0	89.1	100.0%	2%	2%

(1) City's contribution during the year was net of the advance to cover cash flow related to grant receipts in the previous year (draw down fund balance).

(2) Emergency Management and software maintenance expenditures were moved into Administration starting with the 2014 Revised Budget

2015 Proposed Budget

July 16, 2014, Updated 8/5/14



2015

Request

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\$.6M Aerial
Truck
Refurbish

Good to Great Built to Last

2015 Request	2016 Est.	2017 Est.	2018 Est.	2019 Est.	2020 Est.	2021 Est.
\$11.9M	\$12.4M	\$13.8M	\$14.2M	\$16.1M	\$16.8M	\$17.5M

Base Services Portion of the Budget \$11.7M
+9.0% over 2014 Adopted
Total Budget +10.9%



Operations- \$9.4M

- \$209k Equip Replace
- \$70k Add Fleet Maint.
- \$310k Add Equip Replace (amortization)
- **\$157k New Training FF**
- \$158K Uniforms/PPE
- SOT Team Qualifications (2 Dive & Swift water, 2 Hazmat, 1 Air Monitoring)
- TacFire Team Qualification for 1 & begin armor replacement program
- Inclusion of BTCVFD in equip. maint. programs

Community Safety \$.6M

- Bus. Safety Visits
- \$14k FIT & Permitting OT
- \$11k to retain part time fire permits reviewer
- Residential Sprinklers
- Gas & Oil Explorations

Admin \$1.9M (Fire \$.8M + City \$1.1M)

- \$43K Emergency Management Grant Projects
- **\$44k Admin Analyst**
- \$15k Start Accreditation Program
- \$6k OMEGA Reporting Module

Human Resource Asset

- \$5.9M salaries, including additional \$204k for full year new Stat 2 staffing
- \$478k Overtime (8% of salaries) & \$126k for FLSA Premium Pay (2% of salaries)
- \$1.9M benefits (32% of salaries)
- \$218k 3.5% Merit Pool w/retire.
- \$90k Outside Training
- \$53k Peer Support Program
- \$31k Health Monitoring (Fitness 1/2 staff every other year up from 1/3)
- \$12k New Res. Pension Program
- \$10k Tuition Assistance



Mission, Vision & Values
(Foundation for the 4 Pillars of Success)

Supplemental: Training Firefighter

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- Full Year
- 1 FTE
- Cover Eng.
Drage 1st 6 mos.

Description	Cost
Salaries	\$66,180
Benefits/Taxes	18,520
PPE/Uniforms	5,850
Vehicle Maintenance	5,000
Equip (Vehicle/SCBA/Radios)	61,320
Total	\$156,870



Supplemental: Administrative Analyst

- Half of Year
- Second Half to Correlate to when Eng. Drage goes back on shift

Description	Cost
Salaries	\$26,720
Benefits/Taxes	8,760
Cubicle Set-up & Office Supplies	3,900
Training	3,000
Computer Equip	2,400
Total	\$44,280



2015 Assignment Changes

Jan - May

Jun - Dec

Emergency
Response



Training

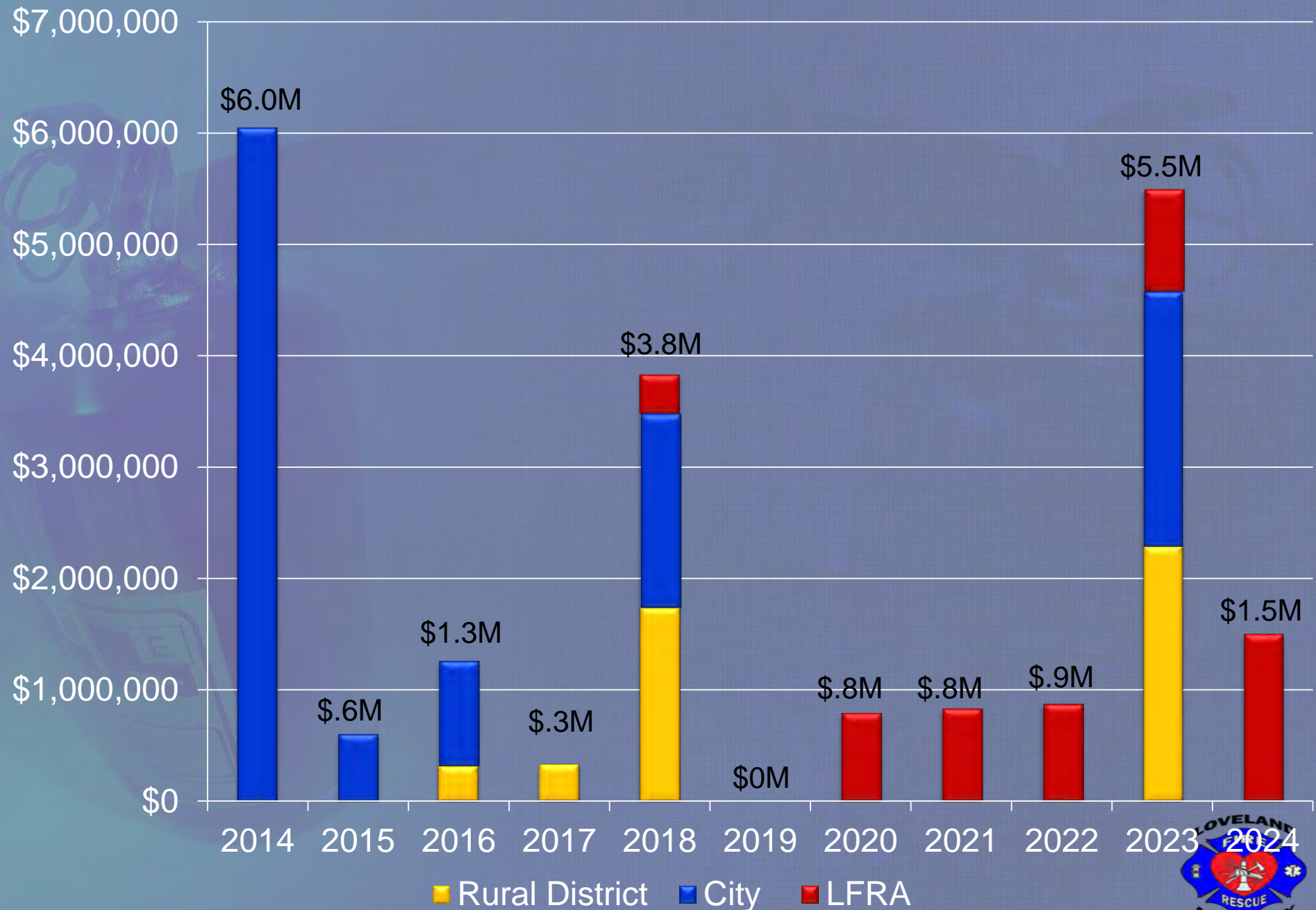


Admin
Accreditation



Apparatus and Station Funding

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Revenue

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- At this time LFRA is Proposing Only One Fee Change in 2015
 - Special Event Hourly Rate from \$40 to \$42/hr
 - Expect to consider a plan review and inspection fee analysis before the November Rural District Board approval based on project equity, cost of service and market comparison, for the Rural District area.
- \$227,210 (LFRA Generated Revenue: permits, training reimbursements, and special events)
- Partner Contribution on Net Budget (Total Expenditures less LFRA Generated Revenue)

Contributions	Base	Supplemental	Total
City	\$9,403,810	\$164,940	\$9,568,750
Rural	\$2,064,250	\$36,210	\$2,100,460



Comparison of 2015 Est. Costs in to Model Approved at 2014 Budget Approval to 2015 Proposed

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	2015 Est. Basic Services Model (9/12/13)	Proposed Budget 2015	% Change
Base	\$11,516,121	\$11,695,270	1.6%
Supplemental	83,370	201,150	141.3%
Total	\$11,599,491	\$11,896,420	2.6%
Change in total \$'s		\$296,929	

Supplemental Increase Explanation:

- Training Firefighter moved from Firefighter to Engineer level and a vehicle was added
- Accelerated the Administrative Assistant by 6 months and moved from Assistant to Analyst level



Comparison to 2014 Originally Approved Budget

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	2014 Adopted Budget	Proposed Budget 2015	% Change
Base	\$10,732,450	\$11,695,270	9.0%
'15 Supplemental		201,150	
Total	\$10,732,450	\$11,896,420	10.9%
Change in total \$'s		\$1,163,970	



List of Changes – Changes Related to the Strategic Plan are Yellow

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Supplemental Requests for Training Firefighter and Admin Analyst (pg. 92-93)	201,150
Full Year of six new positions and promotions less one time equipment/gear (pg. 91)	202,760
Amortization for new vehicles (pg. 42-44)	272,663
Eliminating 7% fund balance reduction strategy from LFRA vehicles in the amortization program (pg. 44)	37,137
3.5% Merit Pool (including retirement) (pg. 37)	218,080
Increase in indirect services costs charged by the City primarily associated with adding 9,108 sq ft to facilities maint. of \$49k, an increase in IT equip replacement cost, combined with a reduction in Worker's Comp of \$15K and an increase in general liability of \$7k (pg 81)	42,960
Increase for vehicles not included in vehicle maintenance when they were added to the fleet (the supplemental carryover appropriation in 2014) (pg 77)	70,000
Budgeting EMPG (Emergency Management Performance Grant) now instead of carryover (pg.63)	43,000
Increase in equipment replacement (pg 77)	32,390
Retain Part timer and OT in Community Safety-Permitting (funded with carryover in 2014) to address development and building activity) and train up Fire Investigations Technicians (FITs) replacements due to promotions (pg. 64-65)	25,600
Accreditation (approved May 29, 2014 LFRA Board Meeting) (pg.71-72)	15,000
New Reserve Pension Program (pg.36)	12,000
First Year of body armor replacement program (pg. 60-61)	8,000
Various reductions (service contract for SCBA's, Gen Oprs Temp Salaries, Gen Oprs Mileage Reimbursement, SOT Other Supplies) (pg 81)	(16,770)
Total	\$1,163,970



City's Core Budget Comparison

City Budget office Target/Core	Proposed Base	Difference
\$11,680,555	\$11,695,270	\$14,175

Many accounts move up and down; there are two programs that are additions not necessarily absorbed in the core/base budget:

Accreditation \$15,000

New Reserve Pension Program \$12,000



Priority Based Budgeting

- LFRA had no 4th Quartile programs
- LFRA 3rd Quartile programs:
 - Other Training – all operations training (only program over \$100k)
 - Station Operations – (general liability and other small expenditures for all stations)
 - Blue Card Command Center Training
 - Health and Safety/Wellness – fitness evaluations, TB testing
 - Car Seat Installations
 - Juvenile Firestarters



Outstanding Issues

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- OT versus adding Rovers
- Building activity that could exceed CSD-Development Review and Permitting capacity
- Alerting System Upgrades for all stations
- Complete the staffing of technical assignments on the Special Operations Team
- NCRCN move to FRCC – if this occurs the additional cost is not known at this time
- City solution if the Old Hire Pension program runs out of benefits money
- Museum (\$2k included for basement set-up – assuming this is a viable solution, a cost has not been established)
- Opticom maintenance, nothing included if Public Works starts to charge
- Fiber maintenance, if this is established as an Enterprise Fund the cost is unknown
- Impact of Oil & Gas fracking-neither fees or expenditures are included
- Technology solutions - projects may need to be deferred in the 2014 budget as the costs are refined for the Station 5 & Training Center solutions are being developed and incident reporting in ETI (coding for Berthoud and Big Thompson Canyon Volunteer Department)
- Inclusion of the PPE replacement schedule in the Airport Budget
- Implementation of the Train the trainer approach to the Paul Callan course, not yet included—considering carryover
- Development of the new Training Center Property
- Nothing in the facilities capital maintenance plan for 2015 (in last year's plan 2015 included Stat 3 replace truck room ceiling tile \$42k, Stat 6 paint the shop and storage areas \$6k, and Command Training Center HVAC \$25k)



Budget Process

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Activity	Organization	Date
Presentation: Proposed Budget	LFRA Board Sub-Committee	July 16, 2014
	Fire Rescue Advisory Commission	August 13, 2014
Approve the LFRA Budget	Regular Rural Board Meeting (Presentation made August 6, 2014)	September 4, 2014
Presentation of the City's Budget	City Council Study Session	September 9, 2014
Citizen Review of City's Budget	Citizen Finance Advisory Commission	September 10, 2014
Public Hearing and Consider Adoption of the LFRA Budget and Fees	LFRA Board	September 11, 2014
Public Hearing and First Reading of the City Budget, Approval of LFRA Budget and Fees	Regular City Council Meeting	October 7, 2014
Second Reading of the City Budget	Regular City Council Meeting	October 21, 2014
Rural Budget	Regular Rural Board Meeting	November 5, 2014
Adoption of the LFRA Budget	LFRA Board Meeting	November 13, 2014



Questions?



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Item No.: 9

Meeting Date: September 11, 2014

Prepared By: Randy Mirowski, Fire Chief



TITLE

Future Direction for LFRA Reserve Firefighter Program- Including Pension Related Decisions

EXECUTIVE SUMMARY

The Reserve Firefighter program for LFRA has been an integral part of the organization's current three-tiered staffing model since 2010. In 2012, the name was changed from "Volunteers" to "Reserves." The driving issue for the current evaluation of the reserve firefighter program was the desire to create a new, and more relevant, pension program for future LFRA reserves. Until now, all reserves entering into LFRA were added to the existing Consolidated Volunteer Firefighter Pension program; even though (historically) no reserves have been staying with the department long enough to be vested or to qualify for any volunteer firefighter benefits. In the process of evaluating the options for a more relevant pension program for the entering LFRA reserves, an important question surfaced: *"Is this the time to look at moving to a two-tiered staffing model utilizing full-time paid and part-time paid staff?"*

There are several drivers to this question, including looking at the effectiveness of our current program, the viability of the current program for the future, and the need and rationale to spend considerable dollars and staff time in the establishment of a new pension program. Nearly all of these dimensions are listed as concerns in the LFRA Strategic Plan, and it is recommended in that plan that periodic evaluations be conducted for these same reasons. Perhaps the most significant factor in considering the move now to a two-tiered staffing model is the fact that our reserve program is at its lowest point in numbers and in its impact on the LFRA Operations Division. Currently, we have three reserves assigned to shifts; our stated target for the reserve program has been twenty. We have not been able to meet that goal with the current reserve system. Thus, the impact and use and effectiveness of the reserve program for LFRA is almost nonexistent. During the last several years, we have made efforts through grants and other means to enhance recruitment and retention of reserves; most of these efforts have been to procure a Recruitment-Retention Officer. These efforts have all failed. Thus, our recruiting efforts have been ineffective.

A final factor in the evaluation of the workforce staffing model and the use of the current LFRA reserve program is the Big Thompson Canyon. That volunteer system is working and has proven to be a viable and a reliable system, but the program needs help. Help in training, administrative support,

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Meeting Date: September 11, 2014

Prepared By: Randy Mirowski, Fire Chief



and logistical assistance is needed to assist the volunteers in the Canyon. Our staff believes that our efforts being utilized for the current reserve program could be better spent to assist the Canyon volunteer program; a program that is viable and important to our overall response and operations. After evaluating both programs, our staff believes we could utilize new volunteers for the Canyon, with some additional training and preparation, for some shift work at our career stations- similar to what we are doing now with the reserve program. If we change to this model, we would essentially deploy a two-tiered model with ancillary volunteers from the Canyon working assignments primarily in the Canyon, but also spending some time on career engines.

Therefore, staff is recommending that we do not take the steps to create a new pension program, but rather move to the predicted two-tiered staffing model at this time, and expand the efforts to enhance and build up the volunteer program in the Big Thompson Canyon. This is described below in the "Background" section as "Option #3).

BACKGROUND

Volunteer firefighters have served the Loveland community for more than fifty years as the main part of the firefighting workforce. As times changed and the department evolved using more of a paid-combination model, then to a more fully paid department, the role of the volunteer changed; so, too did their name. In 2012, the name "volunteer" was changed to "Reserve Firefighter" yet their role as part of the functional workforce in the three-tiered staffing model remained. As stated in the 2012 *LFRA Strategic Plan* "periodic, ongoing evaluations for the efficiency and effectiveness of the three-tiered staffing model are needed" (page 37). With the changing times, and more full-time and part-time staffing added over the last six years, combined with greater difficulty in attracting and retaining quality reserve firefighters, now is an important time to evaluate the current three-tiered staffing model for the future viability and efficiency of the LFRA Reserve Firefighter Program. It is also a good time to consider moving to a two-tiered staffing model.

The changing times have also brought out a need to evaluate the current volunteer pension program and determine if the status quo, which includes new reserve firefighters entering into the old volunteer firefighter defined benefit pension program should continue; or if a new, and more modern retirement program, such as a Length of Service Award Program (LOSAP) should be developed for new reserves. During the last year, there have been numerous meetings within the organization and other affiliated groups (pension boards) to discuss the matter of the current and future LFRA reserves, and what pension program was best suited for them. On the administrative

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Meeting Date: September 11, 2014

Prepared By: Randy Mirowski, Fire Chief



side, we have worked with the company Innovest and various city staffers to develop options and review other existing pension plans. What has emerged as a decision point is essentially two programs that were brought forth by Gordon Tewell of Innovest: (1) a managed program by Penflex, or (2) The HeroPlus program managed by Lincoln Financial. Innovest is recommending the HeroPlus program for a variety of reasons- (see attachments to this cover memo). The short version is that the program is fairly simplistic, meets the needs of our future reserves and is likely to be more cost-effective. For these reasons, our staff would agree with Mr. Tewell and would recommend the Lincoln Financial HeroPlus program, if we decide that a new pension program is warranted. However, a more overriding question should be reviewed at this time: *"Is this the time to look at moving to a two-tiered staffing model utilizing full-time paid and part-time paid staff?"* This is really the more seminal question that is directly related to the subject and consideration for a new pension plan. There is a real question about the need and effectiveness for the current LFRA reserve program, and options do exist for investing our efforts into a program that may very well be more viable and certainly more relevant to enhancing the services we provide to our citizens.

Perhaps the most significant factor in considering the move now to a two-tiered staffing model is the fact that our reserve program is at its lowest point in numbers and in its impact on the LFRA Operations Division. Currently, we have three reserves assigned to shifts; our stated target for the reserve program has been twenty. We have not been able to meet that goal with the current reserve system. Thus, the impact and use and effectiveness of the reserve program for LFRA is almost nonexistent. During the last several years, we have made efforts through grants and other means to enhance recruitment and retention of reserves; most of these efforts have been to procure a Recruitment-Retention Officer. These efforts have all failed. Thus, our recruiting efforts have been ineffective. We are also now in a time where other fire departments in the region are hiring and there are simply many more opportunities for full-time paid and part-time paid positions; becoming a volunteer or a reserve firefighter is far less appealing if one has the opportunity for a paid position.

A final factor in the evaluation of the workforce staffing model and the use of the current LFRA reserve program is the Big Thompson Canyon. That volunteer system is working and has proven to be a viable and a reliable system, but the program needs help. Help in training, administrative support, and logistical assistance is needed to assist the volunteers in the Canyon. Our staff believes that our efforts being utilized for the current reserve program could be better spent to assist the Canyon volunteer program; a program that is viable and important to our overall response and operations. After evaluating both programs, our staff believes we could utilize new volunteers for the Canyon, with some additional training and preparation, for some shift work at our career stations- similar to

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what we are doing now with the reserve program. If we change to this model, we would essentially deploy a two-tiered model with ancillary volunteers from the Canyon working assignments primarily in the Canyon, but also spending some time on career engines.

This agenda item has certainly changed and morphed into something far different than what we started with- simply looking at a new pension program for our reserve firefighters. However, our staff believes that it is in our organization's best interest to evaluate several options before moving forward with a recommendation for a new pension program.

Within this agenda item we are providing the LFRA Board with three options:

1. Status Quo- Continue with the reserve program as it is, moving all future reserves into the existing *Consolidated Firefighters Pension Plan*.
2. New Reserve Pension Program- Create and fund a new pension program for all future LFRA reserve firefighters (those joining the department after January, 2015). Staff would recommend the Lincoln Financial HerosPlus Program if this option is decided on.
3. Move to a Two-Tiered Staffing Model for LFRA- Eliminate the current LFRA reserve program, re-investing existing resources of that program back into the Big Thompson Canyon Volunteer Firefighter program. There is no need to create a new pension program with this option.

STAFF RECOMMENDATION

Staff is recommending that we consider and adopt Option #3- that we do not take the steps to create a new pension program, but rather move to the projected two-tiered staffing model at this time. In addition, efforts would be made to expand and enhance the volunteer program in the Big Thompson Canyon, to strengthen this existing program and make it more effective for our citizens in the Loveland Community.

FINANCIAL/ECONOMIC IMPACTS

The financial and economic impact of this initiative will depend on which option is selected. Option #1, keeping the LFRA reserves in the current volunteer pension program, is a status quo option with no financial impact. Option #2 would create a "new" retirement, or LOSAP program/ option for future reserves (HerosPlus). The costs for these kinds of programs can vary widely, but could be in the range of \$5,000 for start-up costs with a commitment of upwards of \$20,000-\$25,000 per year at full maturity. Option #3 would eliminate the current LFRA reserve program, re-investing existing resources of that program back into the Big Thompson Canyon Volunteer Firefighter program. Thus,

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there are no anticipated cost increases for Option #3.

ASSOCIATED STRATEGIC GOALS

This program initiative directly advances two of the stated LFRA goals within the 2012 Strategic Plan:

- Deploy an effective emergency response to minimize damage and loss
- Deliver cost effective services

ATTACHMENTS

Innovest LOSAP Report

**LOVELAND
FIRE
RESCUE
AUTHORITY**

LOSAP Report
August 19, 2014



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Denver, CO 80237
303-694-1900
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VII.	Provider Contact Information
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Appendix III	Sample Point System

Introduction

From a federal taxation perspective, the LOSAP is a unique entity. It is specifically excluded from the limitations imposed on deferred compensation of tax-exempt and governmental employers under section 457 of the Internal Revenue Code (IRC).

Establishing the LOSAP as a governmental non-qualified deferred compensation arrangement is advantageous from both a tax perspective (if the benefits are not considered current compensation, they are not reportable to the IRS as W-2 income) and an administrative cost perspective (because governmental deferred compensation plans are not required to comply with the complicated and/or administratively burdensome Employee Retirement Income Security Act (ERISA) applicable to non-governmental pension plans). The sponsoring agency must properly design and administer the LOSAP to ensure it is securing these advantages.

The following are items are design considerations when sponsoring a LOSAP:

- 1) Code Section 457(e)(11), language specific to LOSAPs, was added to IRC Section 457 in 1996. The addition of the language helped practitioners and attorneys resolve the issue around which sections of the Internal Revenue Code were not applicable to LOSAPs. IRC Section 457(e)(11) exempts a LOSAP from the requirements of IRC Section 457 and also provides other advantageous tax treatment by providing that the payments made from a LOSAP are not considered wages and therefore not subject to FICA taxes or other “payroll” taxes. To secure these advantages, a LOSAP must meet three requirements:
 - a. A volunteer eligible to participate in the LOSAP must be a “bona fide volunteer”, meaning the only compensation received by such volunteer is reimbursement for expenses incurred in the performance of such volunteer services, reasonable benefits (including the LOSAP) and/or nominal fees for such services.
 - b. The volunteer must be providing “qualified services”, meaning firefighting and prevention services, emergency medical services and ambulance services.
 - c. The aggregate amount of service awards accruing with the respect to any year of service credit earned by a volunteer in a LOSAP must not exceed \$3,000.

Under the two available structures for LOSAPs, defined benefit or defined contribution, complying with the \$3,000 accrual limit is most problematic for defined benefit LOSAPs. Under a defined contribution program, where a program “account” is maintained for each participating volunteer and the sponsoring agency deposits a contribution into the account annually (much like a 401(k) plan), the application of this \$3,000 accrual limit is generally very straight forward – the agency can deposit up to \$3,000 into the volunteer’s LOSAP account for any year of service credit earned by the volunteer. Adopting a defined contribution LOSAP consequently easily enables the sponsoring agency to be 100% certain it complies with this \$3,000 limitation.

- 2) In a “qualified” pension plan (i.e., one satisfying the requirements of IRC Section 401(a)), the IRC requires that the plan be funded by the sponsor as the benefits are being earned. These pension plan funds must be held in trust for the exclusive benefit of pension plan participants and beneficiaries. The IRC and the related regulations set forth the rules that must be followed when establishing trusts for qualified plans. Importantly, the funds in a qualified plan trust are, in

effect, the property of the plan participants and their beneficiaries and only in very specific situations can any of those funds ever be paid to anyone other than the plan participants and beneficiaries.

Since LOSAPs are not qualified plans, the rules outlined in the IRC for qualified pension plan trusts do not apply. Although they are not pension plans, LOSAPs provide deferred payments to volunteers for having performed emergency services (which makes them similar to pension plans, but not really pension plans). By requirement of the applicable sections of the IRC, LOSAPS must be “unfunded” arrangements in order to avoid taxation on the service awards (i.e. the deferred payments) as they are being earned and before they are actually being paid to volunteers. However, it is desirable for many reasons to fund a LOSAP as the benefits are accrued rather than having a truly “unfunded” or a pay-as-you-go approach to funding a LOSAP.

In order for an agency to fund a LOSAP yet still be considered an unfunded arrangement by the IRS, the LOSAP trust must be a grantor or “Rabbi” trust under which the assets are the property of the sponsoring agency and in the view of the IRS are therefore subject to a substantial risk of forfeiture. It is highly recommended that the Rabbi Trust established by the sponsoring agency for a LOSAP be completely compliant with IRS requirements and therefore the trustee be someone other than the sponsoring agency, its governing board, or any one related to the sponsoring agency or its governing board (i.e. the trustee should be someone such as a special committee or board, or a corporate trustee such as a bank or trust company). If the trust is not considered a Rabbi Trust by the IRS, then the same undesirable tax consequences described in #1 above could then apply (i.e. the amounts are includible in the volunteer’s income, W-2s would have to be issued).

- 3) IRS qualified pension plans typically offer optional forms of payment to plan participants. No matter what optional form of payment of his or her pension is selected by a plan participant, the participant is taxed on the amounts actually paid to him or her during the tax year under the terms of the optional form of payment selected. Since LOSAPs are not qualified pension plans and are not subject to the requirements of the IRC, any LOSAP that offers optional forms of payment of a service award to a participant or optional payment commencement dates may create federal income tax problems for participating volunteers. Specifically the ability to defer payment to a later age may create constructive receipt and cause the IRS to consider the deferred payment taxable income for that year

A LOSAP can be designed with IRS approved elections so that a participant can defer payment and avoid constructive receipt, however these elections must be made in a calendar year before the service award payments began (or may begin) to be made to a participant. Due to the administrative burden and the necessary complicated and confusing explanation of these elections it’s recommended that these optional deferrals are not utilized.

Steps in Establishing a LOSAP Plan

1. Adoption of the enabling resolution.

Resolutions creating a LOSAP should include the following items:

- a) A general description of the program, including the point system to be utilized in determining eligibility for benefits;
 - b) A statement of the proposed estimated total amount to be budgeted for the program;
 - c) A statement of the proposed maximum annual contribution for an active volunteer member; and,
 - d) If the proposed LOSAP authorizes credit for prior years' service, a statement of the number of prior years of active emergency service that may be credited for each active volunteer member.
2. Every sponsoring agency should establish through its enabling resolution, a point system that reflects the range of volunteer services that may be provided to the emergency service organization. The law does not prohibit the sponsoring agency from adopting a sliding scale of benefits that combines the use of points and years of service. For example, one year of active emergency service may be awarded for each year in which an active volunteer accumulates the minimum number of points that are required by the sponsoring agency.
3. The LOSAP sponsoring agency needs to adopt a formal plan document. The document is structured in such a way to outline the Tax Code requirements for a LOSAP, while allowing the sponsoring agency to incorporate state and local law requirements, as well as unique design features, into the plan. Appendix I and II include a sample adoption agreement and a sample base document when combined provide the necessary plan document. The providers detailed in the report also provide plan documents. It's recommended that strong consideration be given to utilizing the provider plan document unless unique features are desired for the Loveland Fire Rescue Authority LOSAP. The providers are able to provide documents which may contain language specific to their unique platforms.
4. A plan provider provides the program support, investment platform, recordkeeping administration, and web support. The delegation of authority requires monitoring and reporting. The plan sponsor should implement a procedure which requires the plan administrator to supply a scheduled report and review of all activities pertaining to the LOSAP. This is particularly true of matters relating to plan documents and participant benefits. In order to ensure consistent compliance with all applicable state and federal regulations, it is essential for the plan sponsor to develop and implement a procedure for documenting and maintaining complete and accurate historical records relative to the LOSAP
5. Under a defined contribution LOSAP it is necessary for the sponsoring agency to select plan investments. Plan participants may be given a choice of investment or may be limited to a single investment. This selection can be as simple as selecting a single, savings account type of investment which will provide a low set rate of return to a full investment menu with stock, bond, and money market mutual funds. The option also exists to have the plan assets managed in aggregate with all plan participants received the "pooled" return.

Description of Providers

In reviewing the universe of available LOSAP providers, we found that the landscape is dominated by two firms. These firms are Lincoln Financial and Penflex. The two firms take unique approaches to the service models they provide. Lincoln Financial provides a “bundled” model where all services including recordkeeping and administration, plan document services, distribution and tax reporting and investment selection and monitoring are bundled into a single service. Penflex take a slightly more unbundled approach in that is necessary to partner with an additional provide to select and monitor investments while Penflex provides the recordkeeping and administration, plan document services, and distribution and tax reporting services.

Lincoln Financial

Lincoln Financial provides the HeroPlus Program. Details on Lincoln Financial and the HeroPlus offering follow.

Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates. Lincoln National Corporation is an American holding company, which operates multiple insurance and investment management businesses through subsidiary companies. Lincoln utilized the DST-TRAC recordkeeping system for recordkeeping its HeroPlus program.

The system is developed by DST Incorporated, purchased, and modified by Lincoln National. DST’s TRAC system provides participant recordkeeping and administration for defined contribution plans, including 401(k), 403(b), 457, money purchase and profit sharing plans that invest in mutual funds, company stock, guaranteed investment contracts, annuities and other investment products. TRAC is integrated with DST’s TA2000, which eliminates reconciliations required when different systems are used for participant recordkeeping and the underlying mutual fund shareowner accounting.

Lincoln Financial HeroPlus Program

The HeroPlus program is a Length of Service Award Plan (LOSAP) designed specifically for emergency services volunteers, including volunteer firefighters and ambulance corps. The structure of the HeroPlus program combines a single defined benefit or defined contribution plan document, a broad choice of investments, and administration into a bundled solution.

The HeroPlus program brings together a collection of services from several different providers into the single bundled offering. The bundled approach minimizes costs and provides flexibility for both plan sponsors and participants in the program. The program can be customized at the local level to meet the specific needs of the plan sponsor, without having to amend the plan document.

The HeroPlus program provides the plan document and a service model that centers on plan sponsor needs, giving the district as plan sponsor ongoing access to a team of service providers who will assist with all aspects of the plan. Lincoln Financial provides the program support, investment platform, recordkeeping administration, and web support. Ibbotson Associates may provide the investment lineup to defined contribution plans.

In reviewing the program we find that the HeroPlus program provides a quality bundled approach including a customized plan document, flexibility within its investment lineup, good program support, and recordkeeping and plan administration. Participant level support includes a toll-free customer service number, online access to their defined contribution accounts, a personal web-based fund performance reporting, the necessary tax reporting and fund disbursements provides to participants as well as plan sponsors when requested and an online “cloud” storage system for plan documents.

Investments

Responsibility for plan investments starts at the plan’s inception when investments are first selected and continues through ongoing monitoring of plan operations and investments. The investment program under the HeroPlus defined contribution structure includes two distinctly different options. Maximum participant flexibility is offered under the Ibbotson Insight Series. A limited single option savings account style investment option is available through the Lincoln Financial Stable Value Option. The foundation of the HeroPlus are rooted in these investment options and its rigorous fiduciary support services.

In creating the Ibbotson Insight Series, the HeroPlus program has worked with Ibbotson Associates, a fully owned subsidiary of Morningstar and a registered investment advisor, to choose funds within the Ibbotson Insight Series a diversified lineup of quality investment options.

Under the structure Ibbotson Associates handles selecting, deselecting and monitoring investment options, which presently provides for an investment lineup of 23 no-load mutual funds. As part of the program Ibbotson creates the LifeSpan asset allocations that span asset and style categories. Participants in this structure may choose to invest in specific funds or the LifeSpan models

The Ibbotson Insight Series is designed to plan sponsors fulfill their fiduciary responsibility. Ibbotson Associates, who acts as an investment advice fiduciary for ERISA based plans, has agreed to act in the same capacity using the same methodology for the HeroPlus program.

Ibbotson utilizes a rigorous investment selection methodology, provides a customized Investment Policy Statement (IPS) that is consistent with the Ibbotson methodology. As a plan sponsor, you will be provided with a hand-picked selection of high-quality investment options, reports that you can use for your own investment due diligence and a fiduciary and Registered Investment Advisor (RIA) providing you with ongoing investment advice

Ibbotson’s asset allocation are somewhat unique. Many firms provide time-based, target-date models, and most have risk-tolerance-based models as well. The LifeSpan asset allocation models offer a combination of time and risk-based models that address a participant’s time horizon for retirement, along with their risk tolerance. These models also take into account participant demographics to make sure they reflect your volunteer population. They are then developed from the specific investment options selected for your plan.

HeroPlus also offers the risk-controlled approach of offering a stable value fund as the sole investment option. The option provides an attractive solution for plan sponsors and participants seeking stability, liquidity and yield. Participant account balances are credited with interest daily and do not fluctuate with market ups and downs. Participants have daily liquidity at full book value

(principal and interest) for all participant-initiated events such as a separation of service and a subsequent distribution. Lincoln offers competitive interest crediting rates, a crediting rate is calculated quarterly and reset based on a fully transparent formula linked to the Barclays Capital Intermediate U.S. Government/Credit index yield. Lincoln guarantees that the interest credited will never fall below the minimum as specified in the contract.

Based on a review of Lincoln's financial stability it appears that Lincoln has ample capacity to provide interest guarantees and benefit liquidity. Principal invested in the Lincoln Stable Value is backed by the claims-paying ability of the appropriate issuing company, the Lincoln National Life Insurance Company. Financial strength rating for Lincoln National Life Insurance Company are detailed in the table below:

The Lincoln National Life Insurance Company (Fort Wayne, IN)

A.M. Best	A+	(2nd highest of 16)
Standard & Poor's	AA-	(4th highest of 22)
Moody's	A1	(5th highest of 21)
Fitch	A+	(5th highest of 19)

Fees

Fees for the Lincoln Financial HeroPlus program includes the investment platform, plan support and service and recordkeeping costs. Important to any defined contribution program all mutual fund fees are fully disclosed and revenue from the funds are used to offset some plan expenses. The program includes no cost for fund transfers for participants wishing to move their asset within the plan. Additionally there is no surrender charges to the plan sponsor or participants on the investments. HeroPlus also offers the ability to “buy-out” surrender charges for accounts moving to the HeroPlus program if they exist.

Charges are plan are independent of contribution level, so that a small number of participants will not impact overall plan fees. The program also allows for no additional trust or custodian fees and no minimum number of participants. All Lincoln Financial fees are fixed. Mutual fund expense may vary based on fund selection and allocation, but are detailed below. Additional detail is provided in the appendix.

All-in-Cost:

The all-in-costs reflects the gross quote, the plan's average fund expense ratio, less any revenues sharing from service “sub-t/a” fees.

HeroPlus Participant Fee = \$15 annually

Lincoln recordkeeping, plan document and service fee	1.10 %
Average fund expense ratio of LifeSpan model,	.16 %
Less any revenues received from fund companies	<u>-.14%</u>
Total Asset Charges =	1.12%

The HeroPlus program does provide you with the opportunity to engage a local financial adviser to assist participant with their asset allocation. A Denver based Lincoln Financial office is available to provide this service and fees for this service would need to be negotiated outside the HeroPlus program if desired. Expectations are that this service would add approximately 0.50% to all-in costs.

Penflex

Penflex Inc. is a privately owned professional services firm, located in Latham, NY, specializing in the administration of LOSAPs. The company offers consulting, actuarial and administrative services for LOSAPs. Actuary Ed Holohan is the President and founder of Penflex, Inc., and an Associate of the American Society of Actuaries (ASA). Prior to establishing Penflex Ed worked with the New York State and Local Employees Retirement System and subsequently worked with a large, international consulting and actuarial services firm.

Penflex began providing its services to volunteer organizations in New York State after the New York State Legislature and the governor approved an amendment to the NYS general municipal law authorizing local governments to establish voter-approved volunteer firefighter LOSAPs. For more than two decades now Penflex has been advising clients and providing the needed administrative and actuarial services for service award programs. At this time Penflex provides these services more than 400 departments nationally and has been retained by state and statewide programs.

Penflex services include, assistance in establishment and ongoing administration of the program, an education in length of service award programs, help in maintenance of all required records, assistance with payment of service awards, a reconciliation of program investment statements, annual plan reports and individual participant statements, referrals to qualified investment specialists and independent monitoring of investment performance.

Penflex utilizes a proprietary recordkeeping system with a range of real-time functionality and security features. With this proprietary system Penflex is responsible for developing and maintaining their own processing systems. Their recordkeeping platform provides a range of administrative services including, automated processing, paperless transactions, and plan sponsor reporting. System integration allows for good flow of outgoing information for participant statements, and plan sponsor or intermediary reporting.

In the recordkeeping industry some consider it an advantage to own and control the recordkeeping system versus purchasing or leasing an outside system. While buying recordkeeping software eliminates the direct costs of developing software in-house, today's recordkeeping platform is complicated and internal control can assist with maintaining critical database information and the need for redundant systems for disaster recovery. Penflex's proprietary system allows them the ability to make proactive systems upgrades and enhancements without relying on an outside vendor for these updates or enhancements.

Investments

Due to the unbundled structure of its service model Penflex has no monetary interest in who is chosen to hold and invest program funds, what kind of plan is chosen or whether life insurance is included or not. Their focus is on the recordkeeping and administration of the program and creating customized programs to fit the needs of each department. Penflex believes the unbundled

model assures a conflict free program and ensures independent service by charging a flat fee, and not receiving any benefits from the program investments. They will however provide a referral to investment and insurance service providers who have experience managing LOSAP investments and who provide the required custodial, payment and/or trustee services.

Since Penflex does not provide investment or insurance services they work together with whomever their clients select to provide the needed investment and insurance services for their LOSAP. This unbundled conflict free approach does however create the need to select and compensate both an adviser and the investment manager(s).

In reviewing the investment structures of Penflex's client Innovest found that the majority of Penflex clients utilize the investment services of the LOSAP Group. This is an advisory group affiliated with RBC Wealth Management. Many of the Penflex clients relationships of the LOSAP Group utilize the pooled approach to investing, with the LOSAP Group designed a low risk diversified pool of assets.

The LOSAP Group of RBC Wealth Management offers investment advisory and discretionary fee-based portfolio management services to clients seeking total return in meeting earnings targets. Dave Rogers and Gary Mazzarelli, both Financial Advisors with The LOSAP Group of RBC Wealth Management based in Albany, NY, have 56 years of combined investment experience and extensive experience managing LOSAP assets. The LOSAP Group currently manages about 180 LOSAP accounts with about \$180 million in LOSAP client assets.

Both Dave Rogers and Gary Mazzarelli are members of the RBC Senior Portfolio manager group, a group of RBC Financial Advisors focused on building fee-based discretionary portfolio management practices. Dave Rogers has been managing Length of Service Award Program assets since 1990. Dave's experience lies in Fixed Income and Mutual Funds and ETF's for conservative investors. Gary Mazzarelli has been working with Length of Service Award Programs since 2011.

Fees

Penflex Inc. is compensated strictly on a fee basis so that program participants can reap the benefits from their investment. They receive no compensation from the investment of the LOSAP assets.

Participant Fee = \$40 annually plus investment and advisory costs

Due to the unbundled nature of the Penflex structure specific information cannot be provided on the investment costs at this time. Discussions were held regarding the LOSAP Group mentioned above and it was indicated a low risk discretionary portfolio could be provided in the 1.00% -1.50% range inclusive of advisory and investment management costs.

Decisions on Plan Design

Some optional design features must be confirmed in order to finalize the plan. The selected provider or Innovest can assist with discussion of these decisions as needed.

Vesting: The process by which an employee accrues non-forfeitable rights over the sponsor provided contribution made to the volunteer's account under the program. . Vesting gives the volunteer rights to district provided contributions over time, which gives the volunteer an incentive to perform well and remain with the company. E.g. the volunteer can gain ownership of the total amount in the account 20% per year for every year in which they accumulate enough points to be credited with a year's service.

Amount of annual contribution: This must remain below the \$3,000 limit stated in 457(e)(11), but is generally stated as an amount provided to each volunteer annually if they meet the point requirements to be credited with a year of service. This can also be provided as a lump sum contribution by the district and divided among volunteers who accumulate enough points to be credited with a year's service.

Age Requirement: If you desire as minimum age requirement for participation in the program. .

Unforeseeable Emergency Withdrawals: The ability to allow distributions of their vested account balances to participants based on an unforeseeable emergency.

Point System: The system used to allocate points towards an overall point goal which if reached will provide a year of service credit to each volunteer.

Steps to Terminating a LOSAP

Adoption of a Terminating Resolution: The governing body must complete a resolution to terminate the LOSAP.

Bring the plan document up-to-date with any necessary amendments due to any statutory changes.

Vesting Upon Plan Termination: All affected volunteers must become fully vested upon plan termination.

Distribution of Plan Assets:

1. Distributions must occur as soon as administratively feasible following plan termination.
2. The plan sponsor may automatically cash out account balances of \$5,000.00 or less.

Recommendation

Innovest recommends that the Loveland Fire Rescue Authority engage Lincoln Financial and the HeroPlus program to manage the defined contribution LOSAP. The HeroPlus Program offers several advantages over Penflex managed program.

1. The HeroPlus program provides the plan document and a comprehensive service model that centers on your needs, giving you ongoing access to a team of service providers who can assist you with all aspects of your plan. It is recommended that you utilize the HeroPlus plan document services.
2. With HeroPlus there is no need to engage an additional provider to assist with the investment selection and monitoring. The HeroPlus program is a fully bundled program with the protection of investment selection and monitoring by Ibbotson, a wholly owned subsidiary of Morningstar. Engaging Penflex would require finding and engaging an investment manager to select and monitor investments or to manage the investment program for the plan.
3. The option of the LifeSpan asset allocations models designed by Ibbotson enables plan participants to easily select and customize their plan investments through definition of their risk tolerance.
4. If desired, you do have the flexibility to engage a local Lincoln Financial Adviser to individually assist plan participants with their investments. However, this does come at an additional cost.
5. The HeroPlus program is managed by a more robust recordkeeping system supported by the defined contribution recordkeeping division of Lincoln Financial, ranking as one of the largest 25 defined contribution recordkeepers in the country. Lincoln record keeps more than \$51 billion in assets, 27,000 defined contribution plans and 1.4 million participant accounts. Lincoln Financial provides the program support, investment platform, recordkeeping administration, and web support.
6. Implementation of the program at Lincoln Financial and HeroPlus is relative quick. A plan may be established and be ready to accept contributions as quickly as three weeks.
7. The cost of the program is fully disclosed, with clearly stated mutual fund fees. Additionally, the program allows for no additional trust or custodian fees, no minimum number of participants and no minimum contribution level.
8. Participant support includes a toll-free customer service number, online access to defined contribution accounts, personal web-based fund performance reporting, tax reporting and fund disbursements to participants online “cloud” storage for plan documents, that are accessible to plan sponsors.

Provider Contact Information**HeroPlus Program - Lincoln Financial**

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Penflex

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Exhibit: Summary for LOSAP Plan Development based on the Innovest Report

Decision Points	Choices
Program Structure	Defined Benefit Defined Contribution
Trustee for the Rabbi Trust	Special Committee/Board Corporate (bank or trust company)
Optional Forms of Payment	Deferred Payment to Later Age Unforseeable Emergency Withdrawals
Plan Participants Investments	Choice of Investment Single Investment
Plan Investment Management	Variety of Investment options available - Savings plan with low rate of return through a full investment menu with stocks, bonds, and money market mutual funds. Aggregate, all participants receive the same “pooled” return
LOSAP Providers	Lincoln Financial HeroPlus Penflex (see table on the next page)
Vesting	Threshold for “ownership” by employee and portability to another organization
Amount of Annual Contribution	Contribution made by LFRA up to a maximum of \$3,000 annually
Age Requirement	Eligibility for benefit payments
Point System	Training Courses Drills Duty Period Elected and Appoint Positions Miscellaneous Sanctioned Activities Service Time, no Continuous Time
Payment for the Administration of the Plan	LFRA Participant



Agenda Item Cover

Item No.: 8

Meeting Date: September 11, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

The Chief's reports include a variety of general updates including:

- 2015 Budget Presentations
- LFRA Chief Selection Process
- Training and Preparation for the Deployment of the New Heavy Rescue and Fire Station 2
- Station Two Updates (New & Old)
- Insurance Services Office (ISO) Review
- Enhanced Citizen Services Offered
- Operations Division Report
- Community Safety Division Report
- Office of Emergency Management

BACKGROUND

This section of the agenda is intended to provide general information to keep board members apprised of various project status and department updates.

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

- Fire Chief's Monthly Report
- June Statistics
- July Statistics
- Letters and Articles



Fire–Rescue Administrative Division

Chief Randy Mirowski and Public Safety Administrative Director Renee Wheeler

Month of August 2014 Overview With Updates for LFRA Board-

The month of August was another very busy month for LFRA and our personnel. Highlighting the activity was the training, preparation and evolutions exercises to ensure that all Officers, Engineers and Firefighters are ready for the deployment of our new Heavy Rescue Squad Company and the opening of new fire station two. Related to this was the promotion, appointment and badge pinning for 27 members of the LFRA Family! August 29th was also the date for the final evaluation day for all officers and firefighters. In addition to these activities, progress was made on both old and new fire station two, budget presentations were made to both FRAC and the Loveland Rural Fire Protection District Board. We also made significant progress toward the selection of the new LFRA Fire Chief with presentations and comprehensive interviews taking place on August 20 and 21. Other activities and events are listed and detailed below in this report.

2015 LFRA Budget Development and Presentations-

The budget information and adoption process continued in the month of August with two more presentations being made to elected officials and commission members. On August 8, the proposed 2015 Budget was presented to the Loveland Rural Fire Protection District Board; the Board will be asked to approve the budget at their September, 2014 meeting. The Fire Rescue Advisory Commission also received the complete presentation of the proposed budget on August 13. The proposed 2015 Budget will now go to the Fire Authority Board in September for review and approval.

LFRA Chief Selection Process-

The fire chief's selection process for LFRA is nearing the end. In August the six semi-finalists were invited to our city on the 20th to make verbal presentations to fire department personnel, elected officials and others. On the 21st, the six were involved in a day-long process of comprehensive interviews with five different panels made up of stakeholders, management team members, LFRA staff and personnel, area fire chiefs, and the entire LFRA Board. The fire Authority Board met on August 28 and narrowed the field further to three finalists. City Manager Cahill will contact the three finalists, on behalf of the LFRA Board, for more information and negotiations. The new LFRA Chief is expected to be announced at the September 11 LFRA Board meeting.

Training and Preparation for Deployment of New Heavy Rescue 2 and Fire Station Two-

Late July and August saw the culmination of weeks of work, training and skills evaluation of the newly appointed firefighters, and newly promoted Engineers, Lieutenants and Captains. There were twenty-seven newly promoted or newly appointed personnel that went through this comprehensive training. Chief Ward, in the Operations Division section, has outlined the number of days (total) that went into this training initiative; it was substantial. The effort culminated with a promotion/ badge pinning ceremony on August 28, and a comprehensive skills demonstration during all day evolutions on August 29. All crews and personnel did a great job during the skills day; they are now, ready for deployment! Kudos to Chief Greg Ward and Battalion Chief Rick Davis for their great efforts in getting this accomplished in a very compressed time frame; it was done with excellence. Great Job Greg and Rick and to all others that trained and participated!

New and Old Fire Station Two Updates-

August was a tremendously productive month for the new fire station, located at 29th and Wilson Ave. Exterior and interior finishes are nearly completed with final painting taking place, carpet being installed and floor tile going in. Site work and concrete work in the sidewalks, curb and gutters are the most obvious changes. The construction trailer has now been removed and nearly all utilities are operational. The crews are making great progress and very few issues have developed. The project remains ahead of schedule and within budget. Expected completion is still at the end of September with the move-in date of October 15th still the target. The purchase of old fire station two by TVEMS has moved closer to reality with the signing of a letter of intent to purchase by both City Manager Bill Cahill and TVEMS Chief Randy Leshner. All that remains now is the drawing up of a purchasing contract that will be approved by both the City Council and the TVEMS Board.

Insurance Services Office (ISO) Review in 2014 -

We have petitioned, and received our approval, to delay the ISO evaluation for the City of Loveland and the Loveland Rural Fire Protection District until after the first of the year in 2015. It was apparent that trying to push the evaluation ahead in 2014 was going to be problematic in several areas, including the questions of new station two being completed, water department information completely available and other department related resources entirely in place. We are also in the process of securing a facilitator to assist us in the upcoming evaluation. We believe that with all of the improvements made by the department in the last several years a very favorable review and a reduction in our overall PPC will result.

Enhanced Citizen Services Offered-

Two new programs will soon be available to our LFRA citizens. The “Kids Pack” and “Community Compassion Fund” (CCF) will be added and available to those needing food and financial assistance after an emergency. LFRA apparatus will soon carry a back-back of non-perishable food for those needing immediate assistance (Kids Pack), plus a purchasing card for immediate financial needs will also be available soon. The Kids Pack program is being sponsored by the Loveland Rotary Club; our thanks to Chairman Swanty for facilitating this program. The CCF is a joint effort between LFRA and IAFF Local 3566; our thanks go out to IAFF President Dan Engelhardt and the entire Executive Board of Local 3566, and to our colleagues at PFA.

Other Fire Department Activities in August:

Numerous, important meetings and events took place in the month of July; they include:

- Completing the needed and ongoing training efforts for our firefighters and officers
- Various board and commission meetings
- Discussions for Emergency Management
- Lincoln Hotel- Completed work on the Council Information Packet and Power Point for the 09-02-14 Council Meeting and special hearing in front of Council
- Various meetings with other chief officers in the area, focusing on improving regional response
- Rural Board Meeting
- Fire Rescue Advisory Commission Meeting (related meetings with FRAC not regular meeting)
- Meeting with TVEMS Chief- purchase of old fire station two
- 2015 LFRA Budget Meetings
- 2014 Women of Distinction Awards Meeting- Renee received a nomination for an area award
- Numerous meetings with citizens and builders for development review and permitting
- Numerous public education and safety meetings
- Business safety visits (see CSD report)
- Meeting with Dr. Teresa Scott discussions and plans for LFRA Peer Review program
- Meeting with Steering Committee for Residential Fire Sprinklers in Loveland
- Chief’s Panel Interviews for fire chief candidates

Photo of Promoted Officers, Engineers and Appointed Firefighters August, 2014



CAPTAIN-

- Jason Goodale
- Eric Klaas
- Mark Lyons
- Dave Schuetz

LIEUTENANT-

- Bobby Bartlett
- Matt Hintzman
- Greg Van Heel

ENGINEERS-

- Derek Correa - Chris Fisher
- Gina Gonzales - Braden Marker
- Robbie Popp - Jason Tanner

Full-Time Firefighter-

- Sean Houlihan
- Rory O'Farrell
- Ben Ramos
- Brad Schiffelbein
- Chris Smith
- Trevor Twogood
- Doug Vinzant

Part-Time Firefighter-

- Alex Chapin
- Paul Duran
- Trevor Heckman
- Devon Laughlin
- Sam Leighton
- Andrew Morris

Reserve Training Firefighter-

- Tyler Hice

We maintain our diligence and our commitment to the mission of enhanced citizen service to our community and improved firefighter safety. The incidents during the month of August have challenged our personnel, but never changed or impacted our resolve. We remain dedicated to our core values; *Commitment, Courage and Compassion*, and our vision of *Taking LFRA from Good to Great and Building it to Last!*

Fire–Rescue Operations Division

Division Chief Greg Ward

August 2014

Operations & Training Update

- The month of August was busy with promotional academies in preparation for the September 2nd staffing of the 2nd Company at Station 2.
 - Captain leadership academy (3 days) – 4 new captains
 - Lieutenant leadership academy (3 Days) – 3 new lieutenants
 - Engineer practical skills academy (5 days) – 6 new engineers
 - Level 1 firefighter academy (10 Days) – 7 new firefighters
 - Part-time firefighter academy (3 Days) – 4 new part-time firefighters
- LFRA hosted a two-day Volunteer Fire insurance Services (VFIS), emergency vehicle driver training instructor course.
- LFRA hosted, coordinated and provided the majority of instruction for a Colorado State Fire Officer I course; this is a week-long class that completes the practical portion of the Fire Officer I certification program. Students from ten Colorado fire agencies attended the course at the LFRA Training Center.
- The Peer Support Team conducted informational meetings for all crews in regards to the implementation of this new program.
- LFRA participated in the Corn Roast parade, Town of Milliken parade and the Eaton FD 100 year celebration.
- Engine 3 B Shift, conducted training with the Fort Collins Open Space Rangers at Bobcat Ridge.
- The Training Center was utilized by the following agencies in June,

Loveland Police Fort Collins Police Northern Colorado Bomb Squad
 Thompson Valley EMS City of Loveland Public Works
 Windsor-Severance Fire Rescue / Aims Fire Academy

Significant Incidents

- Residential structure fire on Conifer Drive. The fire originated on the back patio and extended into the attic of the house, the homeowners escaped without injuries.
- Vehicle fire, with fire extension into a commercial building at the Sugar Factory site. Crews used power saws to open up the side of the metal and heavy timber building to access the fire burning in the walls.
- Semi-truck rollover in the Big Thompson Canyon, the truck was loaded with rock for flood repair work. Crews stood by while the truck was up righted and mitigated a small hazardous materials leak.
- Crews shored up the back of a house that was struck by a vehicle on West 44th Street, there were no injuries, but the house sustained significant damage.
- The TAC Fire Team responded with LPD SWAT to a rapid response call for a possible hostage situation in the downtown area.
- Lightning strike to house that caused a small fire in the attic on Magpie Drive.

Apparatus Updates

- New aerial tower still on schedule for a November delivery. Once construction actually starts we will receive weekly photo updates.
- The bids for the new aircraft rescue and firefighting truck (FAA Funded) have been received and are currently being reviewed.
- A new UTV was placed in service that will be utilized for off road rescue, wildland firefighting and event stand bys.



Capt academy – team building



Engineer academy – pump ops



Firefighter academy – victim rescue



Vehicle fire w/ extension into commercial building – Sugar Factory Site



Rock truck MVA – Big T. Canyon



Building shoring op.



Conifer Drive house fire



Eaton FD 100 yr. event, LFRA display



Corn Roast Parade



Lightning strike – fire

New to the fleet!

The 2006 Kawasaki Rhino UTV was due for replacement in 2014; this vehicle was purchased originally for Special Operations Team. The Rhino was retrofitted in house to carry a victim in a stokes basket for back-country rescue operations. The Rhino proved to be a vital tool, not only for these rescue situations but also for transporting equipment to wildland fires with limited access, transporting Haz Mat Techs in encapsulated suits to the “hot zone” and special events stand-bys. A small pump and water tank was also built in house to provide firefighting capability for the Rhino and the Training Center UTV for stand-bys, such as Heaven’s Fest and the Fourth of July celebration. The Rhino also proved to be invaluable during the flood for responses into the Big Thompson Canyon; it could access areas that 4X4 vehicles could not.

Based on the recommendation of the City of Loveland Parks Department (they are the experts for these types of vehicles in the City), the Rhino was replaced with a four passenger 2014 John Deere Gator. This Gator matches the UTV at the Training Center but has the capacity to carry two additional personnel; this is in line with our desire to standardize the fleet. The capabilities of the Gator far exceed the Rhino in weight carrying capacity, personnel seating and vehicle stability, all important factors for the various missions of this UTV. The stability of the vehicle is very important when transporting patients and carrying firefighting water. The Gator was purchased with a specifically designed firefighting / rescue module that provides for the proper mounting system and weight distribution for the vehicle.



Firefighting Capability

70 gallon water tank

50 gallons per minute pump

50' of 1" hose

Wildland firefighting hand tools

Rescue Capability

Stokes basket patient transport

Full EMS bag

Ability to carry rope rescue gear



Community Safety Division

Division Chief Ned Sparks

August 2014

Update/overview of division, significant programs and projects:

- ❖ The City of Loveland permitting center continues to be discussed with a draft operational that was reviewed with the City of Loveland Executive Leadership. Minimal impact to the Fire Authority regarding the location of personnel or our ability to work within the Development Review Team.
- ❖ The Building Department is filling the open Plan Reviewer position and should allow the Fire Plan reviewers continue completing inspections in a timely manner and ensure the workload is maintained at an appropriate level. The need to review adding more duties to current CSD staff is being considered with the probability of reassignment of duties to the FIT's, such as Car Seat installs.
- ❖ Discussions are beginning with R2J regarding incidents such as Columbine and Sandy Hook. School districts have become increasingly concerned about security. Districts have developed strategies to limit the danger to students and faculty from active shooters and other hazards. Unfortunately, some of the implemented strategies conflict with fire safety requirements prescribed by the adopted fire and building codes. As a result, many schools within the state have found themselves in violation of the Fire Code. We are meeting to develop a plan that will meet the intent of keeping the students safe.
- ❖ Preparation to present fire code violations to City Council regarding the Lincoln Hotel.
- ❖ The Residential Fire Sprinkler Steering Committee meetings (July & August) have created two options to present to Council in October:
 1. Maintain status-quo; continue amending the residential sprinkler portion out of the adopted IRC.
 2. Implement a modification of the Fort Collins/ PFA IRC requiring fire sprinklers in all residential structures EXCEPT detached single family homes.

Significant Building Plan Reviews, Special Events and Inspection:

- ✖ Gnarly Barley and Larimer County Fair Events
- ✖ Art in the Park, Sculpture Invitational,
- ✖ Arise Music Festival – Sunrise Ranch
- ✖ Corn Roast Festival
- ✖ Thunder in the Rockies
- Liberty Firearms (2534 area), an \$11 million project, 100,000 SF
- Loveland Water Treatment Plant
- Foundations Church (former Metrolux building)

Training & Public Education:

- 4 bike helmet fittings
- 1 residential safety assessment (requested by home owner)
- Safe Kids Larimer County coalition meeting
- LFRA Events Planning Committee meeting
- Fire and Life Safety Educators of Colorado Certifications Committee meeting
- LFRA website and Facebook page updates
- CPS program scheduling
- BEC standby program scheduling
- 2014 Expo event project work/marketing
- Safety booth at Sunrise Community Health and Safety Fair
- Working on revising test bank questions for State FLSE-I certification
- Water Department extinguisher training

Code enforcement:

- + 15 new business fire safety inspections
- + 6 hazmat permit inspections/renewals
- + 5 tent inspections
- + 4 special event permit inspections
- + 2 pyrotechnics permit inspections
- + 2 complaint investigations
- + Assisted with a vehicle fire investigation
- + Stop Work order at the "Sku Grill" for no permits – working with City Building to resolve problems.



Sku Grill – no permits for work on the premises

- + Electrical and Fire Code violations – working with Larimer County Building Department to resolve.



Dam Store electrical problems throughout building.

Office of Emergency Management

Captain Pat Mialy

August 2014

Office of Emergency Management Activities Report

Flood Recovery

- On-going city recovery planning meetings
- On-going EOC improvement purchases and planning
- On-going Hazard Mitigation grant and planning meetings w/County OEM
- Attended Larimer County Long-Term Recovery Group meetings

Operations and maintenance

- Continued with planning modifications for new EOC layout
- Moved the ARES station from the back into MCV cab

Planning and Documentation

- Collaborated with Storm Water for their flood plain rating reaccreditation
- On-going planning meetings for an emergency communications in EOC
- Completed MA with OEM partners in Larimer County
- Reviewed RFPs for Northern CO Hazard Mitigation Plan revision

Emergency Preparedness Relationships

- Provided tours for Fire Chief candidates
- Attended MCR emergency preparedness group meeting
- Attended Larimer County Emergency Managers group meeting

Grants

- Worked with Brent for HMGP and CBDG DR grants due August 29th

Training and Public Outreach

- Guest speaker on KRFC - Community at Work Radio Show
- Interviewed by Report Herald for recovery and preparedness
- Developed presentation for Facility Managers at Devin Davis' request to be delivered in September
- Facilitated multiple 2014 Expo planning meetings

Exercises

- Participated in Thompson School District tabletop planning

Loveland: A New "Storm Ready Community"

Attached is a letter sent to Chief Mirowski, and also forwarded to City Manager Cahill and City Council. The "Storm Ready" designation is explained in the attached memo. The impact of this designation will affect both city residents and other members of the Loveland Community; including many in the Rural District. A formal presentation of this award/ designation is being planned for September.

Chief Mirowski,

On July 16, 2014, a representative from the National Weather Service and one from the Colorado Division of Homeland Security and Emergency Management evaluated the City of Loveland's programs and systems for severe weather monitoring and public notifications.

Great News! The City has qualified to become a certified "**National Weather Service Storm Ready Community**"!

So what is a NWS Storm Ready Community?

Storm Ready communities are better prepared to save lives from the consequences of severe weather through advanced planning, education and awareness. The program encourages communities to take a new, proactive approach to improving local hazardous weather operations by providing emergency managers with clear-cut guidelines on how to improve their hazardous weather operations.

To be officially Storm Ready, a community must:

- Establish a 24-hour warning point and emergency operations center
- Have more than one way to receive severe weather warnings and forecasts and to alert the public
- Create a system that monitors weather conditions locally
- Promote the importance of public readiness through community seminars
- Develop a formal hazardous weather plan, which includes training severe weather spotters and holding emergency exercises.

What are the benefits to being a Storm Ready certified community?

- Improve the timeliness and effectiveness of hazardous weather warnings for the public.
- Establish and improve effective hazardous weather operations.
- Reward local hazardous-weather mitigation programs that have achieved a desired performance level.
- Provide a means of acquiring additional Community Rating System points assigned by the National Flood Insurance Program (NFIP).
- Provide an image incentive to communities, which once certified, can identify themselves as Storm Ready.

Please allow me to be the first to congratulate you, our department, and our City in this achievement.

This is a great step in striving for our goal of going from good to great!

Respectfully,

Pat Mialy

Emergency Manager
City of Loveland / Loveland Fire Rescue Authority
410 E. 5th Street
Loveland, CO. 80537
(970)962-2534 office
(970)290-0738 mobile



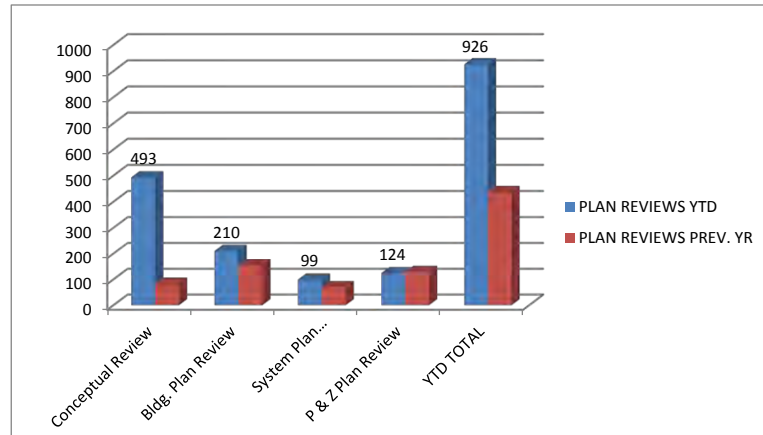
LOVELAND FIRE RESCUE AUTHORITY - Community Safety

June, 2014

PLAN REVIEW STATISTICS

	City	Rural	Totals	Hours
Conceptual Design	113	3	116	69
Previous Month	146	3	149	77
Previous Year	72	11	83	103
YTD Total	478	15	493	418
Building Plan Reviews	54	6	60	110.5
Previous Month	46	1	47	95.5
Previous Year	144	11	155	161
YTD Total	194	16	210	452
System Plan Reviews	18	0	18	18
Previous Month	18	1	19	13
Previous Year	69	1	70	94
YTD Total	96	3	99	92.5
P & Z Plan Reviews	12	3	15	30
Previous Month	17	0	17	41.5
Previous Year	121	8	129	155
YTD Total	117	7	124	238
TOTAL REVIEWS YTD	885	32	926	
Previous Year	406	31	437	

Plan Reviews YTD



Conceptual Design Check-Ins YTD	314	189
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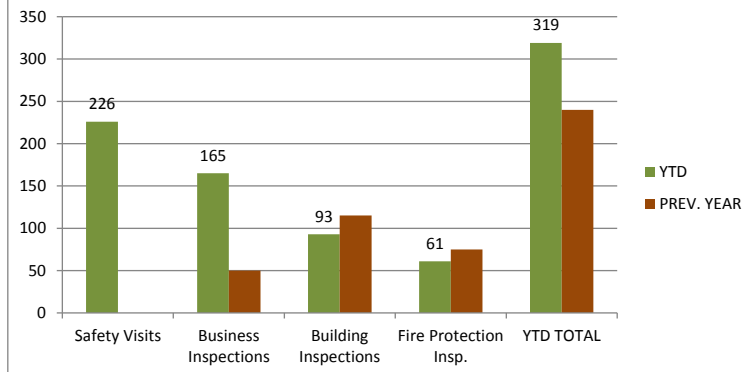
Average days in review - 7.7 days

Percent within goal time - 88% in June

INSPECTION STATISTICS

	City	Rural	Total	Hours
Eng. Co. Safety Visit*	226	0	226	113
Safety Re-Visit	34	0	34	17
Business Inspections	23	5	28	26.5
Previous Month	24	2	26	27
Previous Year	36	14	50	46
YTD Total	153	12	165	194
Building Construction	9	1	10	13
Previous Month	10	2	12	27
Previous Year	99	16	115	167
YTD Total	83	10	93	127.5
Fire Protection System	9	2	11	17.5
Previous Month	10	2	12	18.5
Previous Year	69	6	75	68
YTD Total	52	9	61	82.5
TOTAL INSPECTIONS YTD	288	31	319	
Previous Year	202	36	240	

Inspection Statistics YTD



YTD Total does not include Eng. Co. Safety Visits

*Engine Company Safety Visits are not included in YTD Totals

CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. Yr.	YTD Total	Highlights/Projects
Building/Systems Permits	16	2	3	18	13	68	92	* Structure fire – witness and victim interviews at
Hazmat Permits	17	0	2.5	17	10	55	59	*In-service training and mock evacuation
Tents/Special Events	5	0	0.75	5	3	11	13	drill for staff at North Shore Manor
Burn Permits Issued	0	5	1	5	11	81	78	* Safety Sam at Windsor Fire Open House event
Investigations	0	0	0	0	8	30	18	*Fireworks stand permit inspections
Service Call/Complaints	6	2	6	8	3	30	31	*Build sprinkler prop, get furnishings and
Car Seats Installed	22	0	11	22	11	54	86	attend presentation
JFS Program	0	0	0	0	0	4	0	*Take burn prop back to Cheyenne
Public Education Events	2	2	8.5	4	8	29	33	*Assist with purchase of supplies for the
Total Pub. Ed. Contacts	83	420	8.5	503	241	1,271	1,867	4th of July at Sportsman's Warehouse

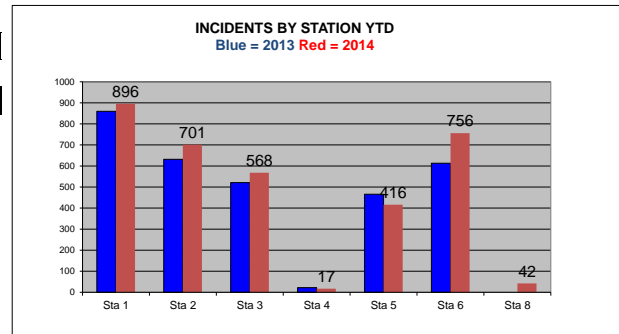
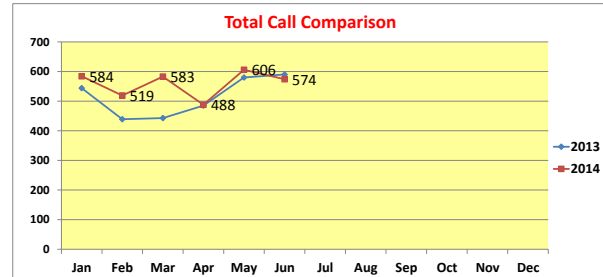


LOVELAND FIRE RESCUE AUTHORITY - Operations June, 2014

104 of 113

CALL INFORMATION						
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%	Prev. Yr.
Structure Fire (Residential)	0	0	0	19		
Structure Fire (Commercial)	0	0	0	1		
Vehicle Fire	2	3	5	16		
Grass/Wildland Fire	1	1	2	18		
Smoke/Odor Investigation	13	2	15	75		
Fire Alarm	46	5	51	281		
Other Fire	12	3	15	125		
Total Fire Related	74	14	88	535	16%	490
Total Medical (EMS)	264	18	282	1,746	52%	1,585
Motor Vehicle Accident	40	12	52	306		
Hazmat	19	2	21	80		
Water/Ice Rescue	0	4	4	9		
Carbon Monoxide	7	2	9	85		
Public Asst. (Service)	32	4	36	181		
Cancelled Enroute	42	30	72	351		
No Incident Found	4	1	5	42		
Standby	1	0	1	3		
Airport Standby	4	0	4	16		
Airport Emergency	0	0	0	0		
Total Miscellaneous	149	55	204	1,073	32%	1,048
Month-End Total	487	87	574			
Year Cumulative	2,717	637		3,354		3,123
Percentage YTD	81%	19%				

Average Response Times YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	2:43	2:40	74%
Dispatch to Enroute	1:21	1:01	
Enroute to 1st Arrival	2:87	3:40	
Average on Scene	16:41	12:45	



*Station 8s #s are already part of Station 3s #s.

MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	26	14	54	19.25
Previous Year	23	23	52	32
Berthoud	8	8	11	6
Previous Year	20	19	33	33
Windsor	34	17.5	18	7.5
Previous Year	24	15	19	10
Johnstown	0	0	7	6
Estes Park	0	0	0	0
Previous Year Totals	67	57	104	75
YTD TOTALS	68	39.5	90	38.75

Training & Reserve	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
Shift	962.75	1,016.00	6,529.00	7,656.75
Reservist	14.00	53.50	148.25	238.50
Admin	48.00	14.00	284.50	457.00
Total	1,024.75	1,083.50	6,962.75	8,352.25
Reservist Shift Hours	262.50	273.50	2,539.00	1,890.00

LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$0	\$0	\$ 300	\$ -
Commercial Structure*			\$ -	\$ -
Other Fires	\$0	\$0	\$50	\$0
Month Total	\$0	\$0	\$ 350	\$ -
Year Cumulative	\$ 669,912	\$ 3,193,381	\$ 28,734	\$ 253,977

Specialized Disciplines Training			
	YTD Courses	Prev. Yr. Courses	YTD Hrs.
Collapse	14	13	19
Rope	22	56	22
Confined Space	21	7	36.25
Search/Rescue	1	3	2
Water	45	34	108.25
TAC	7	2	10
Hazmat	65	46	52
Wildland	164	107	294.35
YTD TOTALS	339	268	543.85



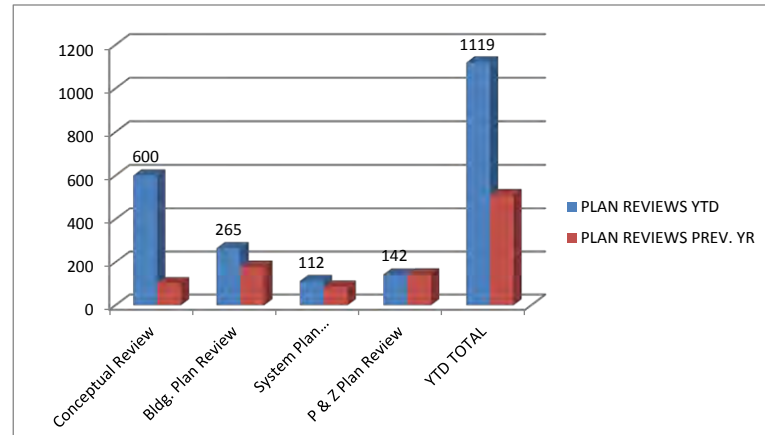
LOVELAND FIRE RESCUE AUTHORITY - Community Safety

July, 2014

PLAN REVIEW STATISTICS

	City	Rural	Totals	Hours
Conceptual Design	104	3	107	57
Previous Month	113	3	116	69
Previous Year	87	15	102	130
YTD Total	582	18	600	475
Building Plan Reviews	54	1	55	109.5
Previous Month	54	6	60	110.5
Previous Year	166	13	179	207
YTD Total	248	17	265	561.5
System Plan Reviews	13	0	13	12
Previous Month	18	0	18	18
Previous Year	84	2	86	115
YTD Total	109	3	112	104.5
P & Z Plan Reviews	17	1	18	35.5
Previous Month	12	3	15	30
Previous Year	136	10	143	189
YTD Total	134	8	142	273.5
TOTAL REVIEWS YTD	1073	46	1119	
Previous Year	473	40	510	

Plan Reviews YTD



Conceptual Design Check-Ins YTD 403 211 hrs.

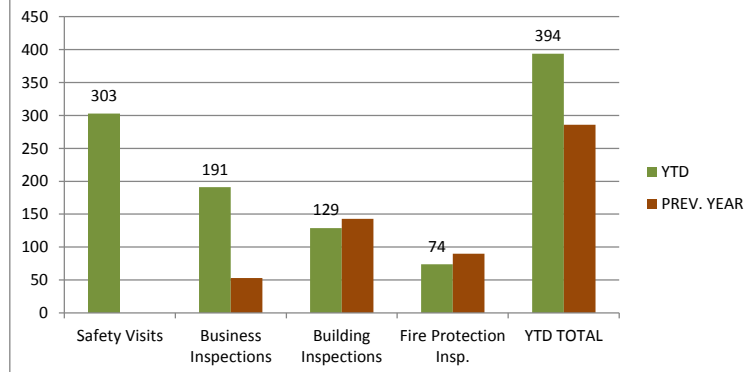
Average days in review - 7.2 days

Percent within goal time - 100% in July

INSPECTION STATISTICS

	City	Rural	Total	Hours
Eng. Co. Safety Visit*	303	0	303	156.75
Safety Re-Visit	20	0	20	10
Business Inspections	20	6	26	28
Previous Month	23	5	28	26.5
Previous Year	39	14	53	48
YTD Total	173	18	191	222
Building Construction	34	2	36	51
Previous Month	18	3	21	30.5
Previous Year	116	27	143	210
YTD Total	117	12	129	178.5
Fire Protection System	10	3	13	19
Previous Month	9	2	11	17.5
Previous Year	82	8	90	74
YTD Total	62	12	74	101.5
TOTAL INSPECTIONS YTD	352	42	394	
Previous Year	237	49	286	

Inspection Statistics YTD



YTD Total does not include Eng. Co. Safety Visits

*Engine Company Safety Visits are not included in YTD Totals

CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. Yr.	YTD Total	Highlights/Projects
Building/Systems Permits	13	0	1.5	13	18	77	105	* North Lake Park 4th of July Fireworks Display
Hazmat Permits	13	0	2	13	17	67	72	*Horseshoe Lake 4th of July Fireworks Display
Tents/Special Events	11	1	2	12	5	28	25	* Boyd Lake 4th of July Parade
Burn Permits Issued	0	2	0.5	2	5	81	80	*Fire Safety Trailer and Info Booth - Home Depot
Investigations	4	0	11	4	0	37	18	*Safety Info Booth at Centerra Kids Days Event
Service Call/Complaints	4	0	3	4	8	38	35	*Investigation Training for new FITs
Car Seats Installed	15	0	7.5	15	22	66	101	
JFS Program	6	0	12	6	0	11	9	
Public Education Events	4	3	21.25	7	4	32	40	
Total Pub. Ed. Contacts	874	213		1087	503	1,722	2,954	

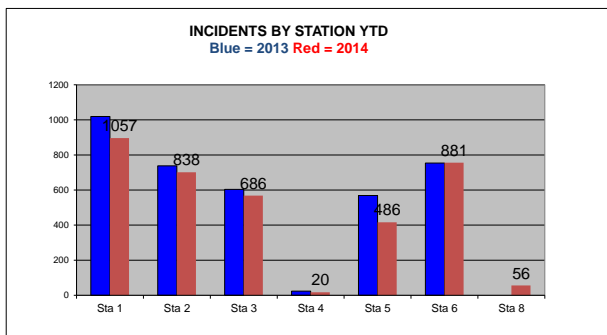
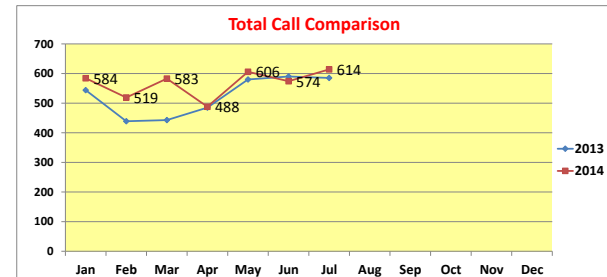


LOVELAND FIRE RESCUE AUTHORITY - Operations July, 2014

106 of 113

CALL INFORMATION						
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%	Prev. Yr.
Structure Fire (Residential)	1	0	1	20		
Structure Fire (Commercial)	0	0	0	1		
Vehicle Fire	3	2	5	21		
Grass/Wildland Fire	4	4	8	26		
Smoke/Odor Investigation	12	8	20	95		
Fire Alarm	48	8	56	337		
Other Fire	18	4	22	147		
Total Fire Related	86	26	112	647	16%	609
Total Medical (EMS)	277	36	313	2,059	52%	1,843
Motor Vehicle Accident	40	18	58	364		
Hazmat	4	3	7	87		
Water/Ice Rescue	0	1	1	10		
Carbon Monoxide	9	2	11	96		
Public Asst. (Service)	31	2	33	214		
Cancelled Enroute	37	28	65	416		
No Incident Found	8	2	10	52		
Standby	0	1	1	4		
Airport Standby	3	0	3	19		
Airport Emergency	0	0	0	0		
Total Miscellaneous	132	57	189	1,262	32%	1,256
Month-End Total	495	119	614			
Year Cumulative	3,212	756		3,968		3,708
Percentage YTD	81%	19%				

Average Response Times YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	2:71	2:34	74%
Dispatch to Enroute	1:12	1:03	
Enroute to 1st Arrival	3:28	3:34	
Average on Scene	14:17	16:32	



*Station 8s #s are already part of Station 3s #s.

MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	30	20.25	62	25.75
Previous Year	29	28	58	39
Berthoud	9	9	13	7.5
Previous Year	22	22	48	38
Windsor	42	19.75	26	10.75
Previous Year	30	21	24	15
Johnstown	1	0.25	10	6.75
Estes Park	0	0	0	0
Previous Year Totals	81	71	130	92
YTD TOTALS	78	19.25	111	50.75

Training & Reserve	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
Shift	766.35	962.75	7,798.00	8,423.10
Reservist	15.50	14.00	155.50	254.00
Admin	101.00	48.00	484.00	558.00
Total	882.85	1,024.75	8,437.50	9,235.10
Reservist Shift Hours	169.00	262.50	2,557.00	2,059.00

LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$25,750	\$458,122	\$ -	\$ -
Commercial Structure*	\$ -	\$ -	\$ -	\$ -
Other Fires	\$300	\$0		\$0
Month Total	\$0	\$0	\$ -	\$ -
Year Cumulative	\$695,962	\$3,651,503	\$28,734	\$253,977

Specialized Disciplines Training			
	YTD Courses	Prev. Yr. Courses	YTD Hrs.
Collapse	19	13	24
Rope	33	69	34
Confined Space	21	11	36.25
Search/Rescue	1	3	2
Water	47	35	110.25
TAC	7	2	10
Hazmat	66	53	53
Wildland	171	112	303.85
YTD TOTALS	365	298	573.35

From: Frank Church [<mailto:fchurch@ipipes.com>]
Sent: Wednesday, July 23, 2014 9:51 AM
To: Marcie Erion
Cc: Paul Mullins
Subject: Industrial Piping Specialists

Marcie,

I wanted to take the time to thank you for any assistance you may have given us last week on our second building project. Our meeting with the planners on Thursday went very well and we are working with the Fire Department to get a solution that we can all agree on. Carie and Ingrid have been very helpful in giving us options that we can look at. I think we are moving along on this project at a better pace. I hope that you are having a great week! I look forward to continuing to work with you on bring Industrial Piping Specialists to Loveland.

Thank You,

Frank Church
Systems Manager
Industrial Piping Specialists

From: James Morrison [<mailto:rangecon@gmail.com>]
Sent: Monday, July 28, 2014 5:40 PM
To: Bill Cahill
Subject: Loveland Emergency Crews

Dear Mr. Cahill :

My name is Jim Morrison. For seventeen years (1988 - 2005) I was employed at Anheuser-Busch, Inc in Fort Collins. During that period I was an EMT Basic / IV Therapy. I was also on the Confined Space Rescue Team, and Hazmat Team. I also trained and volunteered at Poudre Fire Authority, Station 6. I was certified in Hazmat and Hazmat Medicine, OSHA Level v, Incident Command.

This morning there was a serious two vehicle accident at Cleveland and Tenth Street. Although I did not see the initial impact, I did witness the accident overall. I was walking south on Cleveland, approximately one hundred feet away. Running over to the scene I asked a female passerby in a black vehicle to call 911. As I approached the scene a City Solid Waste Division Truck stopped and put on his flashers, blocking the right lane, thus diverting traffic from the immediate scene. As I performed a scene survey, and checked on the patients, the Fire Department arrived within minutes, followed by the Loveland Police, and Thompson Valley Ambulance.

I must say that I was really impressed by the response time from all the departments. They functioned as one unit and were very nice to work with. My hat is off to the Loveland Fire Department, Loveland Police Department, Thompson Valley Ambulance, and the Loveland Solid Waste Division Driver !!!

It is obvious from my previous experience your people are highly trained and motivated, and they function as a team very, very well!

Interesting how the big, heavy fire trucks are ALWAYS first on the scene, and I know from personal experience they do not drive recklessly.

I have learned over the years that at work most injuries occur on routine exercises, and jobs that one has performed numerous times. I guess it is tunnel vision, or just human nature. Your people are great, but please do not take the everyday tasks for granted. One tends to overlook the most obvious, and it will bite you in the rear so to speak.

Thank you very much !!!

Sincerely,

Jim Morrison

Safety Source

NFPA's Safety Source blog features news and information created to reduce fire deaths, injuries, and property loss.

[NFPA BLOG](#)

[CONFERENCE & EXPO](#)

[SAFETY INFORMATION](#)

[TODAY'S RESPONDER](#)

[HOME FIRE SPRINKLERS](#)

[FIRE PROTECTION RESEARCH FOUNDATION](#)

[WILDFIRE SAFETY](#)

[BLOG EN ESPAÑOL](#)

07/23/2014

NFPA 10 minute mini-lesson is a highlight of fire official's presentation



In Colorado, Loveland Fire Rescue Authority Deputy Fire Marshal Scott Pringle does a presentation with older adults called, "The Price is Life." This interactive presentation, which includes NFPA's [Remembering When: A Fire and Fall Prevention Program for Older Adults](#), has a trivia game show-style format, PowerPoint presentation, lecture, and discussion. Pringle recently began using NFPA's [10-minute mini-lesson](#) on cooking fires when he gives the talk.

"We discuss the fact that cooking fires are the leading cause of home fires and home injuries, as well as tips to avoid cooking fires, how to safely put out a pan fire, what to do if your clothes catch on fire, and how to treat a burn," he said.

The 10 minute mini-lesson is a great tool that helps guide group discussions, Pringle said. "The lesson plan helped me to ensure that all of the key concepts related to cooking fires were covered, including how to prevent them, and how to deal with them if they do occur."



You'll find additional [cooking safety information](#) on the NFPA website.

Related articles



Free!
Remembering
When™: Fire &
fall prevention
program for



New 10-minute
mini lesson on
carbon
monoxide safety
gets you ready



Remembering
When team
finds fun venue
for presenting
the program



NFPA Journal
highlights
recent
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Posted by [Lisa Braxton](#) on 07/23/2014 at 08:00 AM in [For teachers](#), [For the fire service](#) | [Permalink](#) |

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Technorati Tags: [10 minute mini-lesson](#), [cooking safety](#), [fires](#), [Remembering When](#)



1515 Hilltop Dr., Loveland, CO 80537

Phone (970) 635-5818

Fax (970) 669-5743

July 28, 2014

Battalion Chief Tim Smith
Loveland Fire Dept.
410 5th Street
Loveland, CO 80537

Dear Battalion Chief Tim Smith:

I would like to thank you for sending Brian, Devon, & Greg with Fire Truck #3 to our concluding human sundae and water fight at Saint John the Evangelist Catholic Church for the 2014 Totus Tuus Summer Catechetical Program—the kids loved it!

I am enclosing a copy of last Sunday's Church Bulletin that shows the Loveland Fire Dept. participating. We are grateful for all that the Loveland Fire Dept. does in protecting our community and all of the support you give to programs such as these in the community. We hope that you would consider sending a truck next summer on Friday, July 17, 2015 when we have the program again.

Sincerely,

August L. Cordova
Director of Religious Formation

Saint John the Evangelist Catholic Church & School

July 27, 2014

**A DAY TO REMEMBER WITH TOTUS TUUS
LOVE, BEING HUMBLE, TOGETHERNESS AND LOTS OF FUN!**

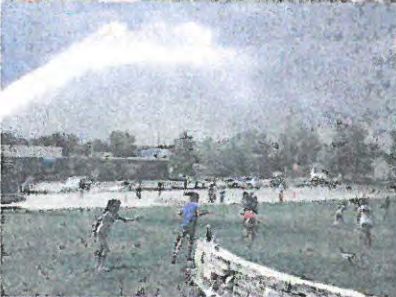


Team Washing Kids Feet



Fr. Sam Washing Team's Feet

Getting Ready for the Water Fight



No-o-o-o-o Not the Human Sunday!



Time For Picnic Lunch



THANK YOU TOTUS TUUS TEAM



**FRIENDSHIP, FELLOWSHIP & LOVE
FORMED FROM THIS PAST WEEK'S
TOTUS TUUS**

JOIN US NEXT YEAR!

Agenda Item Cover

Item No.: 9

Meeting Date: September 11, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Report on the Progress of the Fire Chief Selection Process

EXECUTIVE SUMMARY

The LFRA Board will discuss the selection of the three finalist for the position of Fire Chief that was conducted in executive session according to State Statute for executive sessions and the City Manager will report on the progress of negotiations for the position of Fire Chief.

BACKGROUND

The LFRA Board, acting as the search committee appointed by the City manager to evaluate candidates to fill the executive position of Fire Chief to be employed by the City of Loveland and assigned to the Authority pursuant to Section 6.3 of the Intergovernmental Agreement creating the Authority, went into executive session August 28, 2014, as authorized in CRS §§24-6-402(4) (e), (4)(f), and 4(g).

This executive session pertained to matters as authorized by the following sections of the Colorado Open Meetings Law:

- Personnel matters to include deliberation as to the semi-finalist candidates for Fire Chief pursuant to CRS § 24-6-402(4) (f) ; and
- Determining and developing strategy and instructing negotiators relative to the personnel matter pursuant to CRS § 24-6-402(4) (e) ; and
- As needed, to receive legal advice from the City Attorney's Office as authorized in CRS §24-6-402(4)(b).

At the end of the executive session, the LFRA board went into open session and selected three finalists for the position of Fire Chief: Doug Long, Mark Miller and Mike West. The City Manager was directed by the Board to begin negotiations with the finalists and to report on the progress of the negotiations. A public announcement was made naming the three finalists.

STAFF RECOMMENDATION

N/A

Agenda Item Cover

Item No.: 9

Meeting Date: September 11, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

The next Fire Chief will be critical for advancing all three strategic plan goals.

ATTACHMENTS

None